

[Date]

[Employee Name]
[Employee ID]
[Department Name]

Dear [Employee Name],

It is with great pleasure that I inform you of a year-end merit bonus in the amount of \$[Amount]. This bonus will be included in your [Month/Date] paycheck, subject to applicable tax withholdings.

This award is a direct reflection of your outstanding performance and commitment to the [Department Name] team over the past year. In particular, your work on [specific project or achievement] has significantly contributed to our department's success.

We truly value your hard work and the professional standard you set for your colleagues. We are fortunate to have you on our team and look forward to your continued contributions in the coming year.

Thank you for a successful year and congratulations on this well-deserved recognition.

Sincerely,

[Your Signature]
[Your Name]
Department Head
[Company Name]