

Dear [Employee Name],

Congratulations on a successful year. We are pleased to inform you that you have been awarded a year-end merit bonus for your performance as a Senior Associate.

**Bonus Details:**

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]

Your contributions to the team and your dedication to the firm's goals have been instrumental to our achievements this year. This bonus reflects our appreciation for your hard work and professional growth.

Thank you for your continued commitment to excellence. We look forward to your future successes in the coming year.

Sincerely,

[Sender Name]

[Title]

[Company Name]