

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Congratulations. Based on your performance and your commitment to our continuous improvement initiatives over the past year, I am pleased to inform you that you have been awarded a year-end merit bonus of \$[Amount].

This bonus recognizes your specific contributions toward enhancing our operational efficiency and your proactive approach to identifying process improvements. Your dedication to excellence has played a vital role in our team's success this year.

The bonus will be included in your paycheck on [Date], subject to applicable tax withholdings.

Thank you for your hard work and for consistently seeking ways to improve our workflows. We look forward to your continued success in the coming year.

Sincerely,

[Manager Name]

[Title]

[Company Name]