

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Department: [Department]

Subject: Patent Invention Award Bonus

Dear [Employee Name],

We are pleased to congratulate you on the successful filing/granting of the patent titled: "**[Patent Title]**" (Application/Patent No: [Number]).

In recognition of your innovative contribution and commitment to the company's intellectual property portfolio, you have been awarded a one-time patent bonus in the amount of **[Amount]**.

This bonus will be included in your next paycheck, subject to applicable tax withholdings. We appreciate your hard work and your role in driving our company's technological advancement.

Thank you for your continued dedication to excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]