

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Patent Application Submission Bonus

Dear [Employee Name],

Congratulations on the successful submission of your patent application titled "**[Title of Invention]**" to the [Patent Office Name]. This application has been officially recorded under Reference/Serial Number: **[Number]**.

In recognition of your innovation and the effort required to complete this filing, we are pleased to award you a patent submission bonus in the amount of **[\$Amount]**. This bonus will be included in your next payroll cycle, subject to applicable tax withholdings.

Your contributions to our intellectual property portfolio are vital to the company's growth and competitive advantage. We appreciate your dedication to technical excellence and creative problem-solving.

Thank you for your hard work and continued commitment to innovation.

Sincerely,

[Name]

[Title]

[Company Name]