

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Patent Grant Milestone Bonus

Dear [Employee Name],

We are pleased to congratulate you on the formal issuance of your patent, "**[Patent Title]**" (Patent No: [Patent Number]), by the [Patent Office, e.g., USPTO].

In recognition of this significant technical achievement and your contribution to the company's intellectual property portfolio, you have been awarded a milestone bonus of **[Amount]**.

This bonus will be included in your paycheck on the pay date of [Date]. Please note that this payment is subject to applicable supplemental tax withholdings.

We value your innovation and dedication to advancing our technology. Thank you for your continued hard work and commitment to excellence.

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Company Name]