

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Patent Recognition Bonus

Dear [Employee Name],

We are pleased to inform you that the patent application titled "**[Title of Invention/Patent]**" (Application/Patent No: [Number]) has reached the [Filing/Grant] stage with the [Patent Office Name, e.g., USPTO].

In recognition of your significant contribution as a co-inventor of this intellectual property, the company is awarding you a patent recognition bonus in the amount of **[Amount]**. This bonus will be included in your paycheck on the [Date] pay cycle, subject to applicable tax withholdings.

Your innovation and technical expertise play a vital role in strengthening our company's intellectual property portfolio and maintaining our competitive edge in the industry. We appreciate the collaboration and hard work you and your fellow co-inventors demonstrated throughout this process.

Congratulations on this achievement. We look forward to your continued contributions to our research and development efforts.

Sincerely,

[Signature]

[Name of Executive/Manager]

[Title]

[Company Name]