

[Company Name]
[Department/HR Division]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notification of Intellectual Property Achievement Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded an Intellectual Property Achievement Bonus in recognition of your recent contribution to the company's innovation portfolio.

This bonus is granted specifically for the following achievement:

- **Title/Description:** [Insert Patent Title, Invention Disclosure, or Trademark Name]
- **IP Reference Number:** [Insert Number]
- **Status Reached:** [e.g., Filing, Granting, or Commercialization]

As a result of this milestone, you will receive a one-time gross payment of **[\$Amount]**. This amount will be included in your paycheck on [Date] and is subject to applicable tax withholdings.

Your creativity and technical expertise play a vital role in maintaining our competitive advantage. We appreciate your dedication to advancing our company's intellectual property and encourage your continued pursuit of innovative ideas.

Congratulations on this significant professional accomplishment.

Sincerely,

[Name of Manager/Executive]
[Title]
[Company Name]