

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Patent Approval and Bonus Award

Dear [Employee Name],

We are pleased to inform you that the United States Patent and Trademark Office (USPTO) has officially granted the patent for your invention titled: "**[Title of Invention]**" (Patent No. [Patent Number]).

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

This bonus will be included in your paycheck on the pay date of [Date], subject to applicable supplemental tax withholdings.

Thank you for your hard work, innovation, and commitment to excellence. We look forward to your continued contributions to our technical success.

Sincerely,

[Sender Name]

[Title]

[Company Name]