

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Subject: Notification of Patent Invention Bonus

Dear [Employee Name],

On behalf of the executive leadership team at [Company Name], I would like to formally congratulate you on the successful filing/issuance of your patent application titled: "**[Title of Invention/Patent]**" (Ref: #[Patent Number/Application ID]).

Your innovative contributions and technical expertise are vital to maintaining our competitive edge and expanding our intellectual property portfolio. In recognition of this significant achievement, you have been awarded a patent bonus in the amount of **[\$Amount]**.

This bonus will be processed in the next payroll cycle, subject to applicable tax withholdings. We appreciate your dedication to excellence and look forward to your continued contributions to our research and development initiatives.

Congratulations once again on this professional milestone.

Sincerely,

[Signature]

[Name of Executive]

[Title]

[Company Name]