

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notification of Global Patent Portfolio Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a patent bonus in recognition of your intellectual property contributions to [Company Name]. This award pertains to the following patent activity:

- **Patent Title:** [Insert Title]
- **Application/Patent Number:** [Insert Number]
- **Jurisdiction:** [Insert Country/Region]
- **Milestone Achieved:** [e.g., Filing / Grant / International Extension]

In appreciation of your innovation and the successful expansion of our global patent portfolio, you will receive a one-time gross bonus of **[Insert Amount and Currency]**. This payment will be processed in the next available payroll cycle, subject to applicable taxes and withholdings.

Your technical expertise and commitment to securing the company's competitive advantage through global IP protection are highly valued. We encourage you to continue identifying and documenting new inventions as we grow our international presence.

Congratulations on this achievement.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]