[Date]

[Employee Name]
[Employee ID]
[Department]

Re: Cost Savings Initiative Bonus Award

Dear [Employee Name],

On behalf of [Company Name], I am pleased to inform you that you have been awarded a one-time performance bonus in the amount of $[Amount] for your outstanding contributions to our recent cost savings initiatives.

Your specific efforts regarding [Project Name/Description of Initiative] have resulted in a significant reduction in operational expenses. Specifically, your work led to a realized savings of approximately [Savings Amount/Percentage] for the company.

This bonus will be included in your paycheck dated [Pay Date]. Please note that this amount is subject to applicable supplemental tax withholdings.

We sincerely appreciate your commitment to efficiency and your dedication to the financial health of the organization. Your proactive approach serves as an excellent example for the entire team.

Congratulations on this well-deserved recognition.

Sincerely,

[Signature]
[Manager Name]
[Title]