[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Job Title]

Subject: Notification of Cost Reduction Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time cost reduction bonus in the amount of $[Amount].

This bonus is being granted in recognition of your exceptional efforts in identifying and implementing cost-saving measures within the [Department/Project Name]. Specifically, your initiative regarding [Briefly Mention Specific Achievement, e.g., vendor renegotiation or process optimization] has resulted in a significant reduction in operational expenses for the company.

The bonus will be included in your next payroll cycle on [Date]. Please note that this payment is subject to standard supplemental tax withholdings.

We sincerely appreciate your dedication to improving our fiscal efficiency and your commitment to the company's financial health.

Sincerely,

[Signature]
[Name of HR Manager/Executive]
[Title]