[Company Name]
[Department]
[Date]

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

Subject: Notification of Operational Efficiency Bonus Allocation

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time bonus of [Bonus Amount] in recognition of your contribution to our recent operational efficiency initiatives.

This allocation is based on your performance in the following areas:

- Successful implementation of [Project/Process Name].
- Reduction of operational waste/costs by [Percentage/Value].
- Streamlining of workflows within the [Department Name] department.
- Consistently meeting or exceeding efficiency KPIs for the period of [Date Range].

The bonus will be included in your next paycheck on [Pay Date], subject to standard tax withholdings. This award is a reflection of your hard work and commitment to continuous improvement within the organization.

Thank you for your dedication to excellence. We look forward to your continued success with [Company Name].

Sincerely,

[Signature]
[Manager Name]
[Title]