[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

Subject: Departmental Expense Reduction Bonus

I am pleased to inform you that you have been awarded a one-time performance bonus of $[Amount] in recognition of your significant contributions toward our department's expense reduction goals during [Fiscal Year/Quarter].

Your commitment to identifying cost-saving opportunities and improving operational efficiency has played a vital role in helping the department exceed its financial targets. Specifically, your efforts in [mention specific project or initiative] were instrumental in achieving these savings.

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

On behalf of the leadership team, thank you for your hard work and dedication to the financial health of [Company Name]. We look forward to your continued success.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]