[Company Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Corporate Savings Program Bonus Approval

Dear [Employee Name],

We are pleased to inform you that your participation in the [Year] Corporate Savings Program has resulted in an earned bonus. This payment is a reflection of your commitment to the company's cost-reduction initiatives and financial efficiency goals.

Based on the program's performance metrics and your individual contributions, you have been approved for a bonus in the amount of: **[Amount]**.

Details regarding this disbursement are as follows:

- **Program Period:** [Start Date] to [End Date]
- **Payment Date:** [Date]
- **Method of Payment:** [Direct Deposit/Check]

Please note that this amount is subject to applicable tax withholdings as required by law. You can view your detailed pay statement via the [Employee Portal Name] on the payment date.

Thank you for your hard work and for helping the company achieve its savings targets. We look forward to your continued success.

Sincerely,

[Sender Name]
[Title]
[Company Name]