[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Resource Optimization Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time Resource Optimization Bonus in the amount of $[Amount].

This bonus is being granted in recognition of your exceptional efforts in improving operational efficiency and optimizing company resources. Specifically, your contributions to [Project Name or Specific Achievement] resulted in significant [cost savings/time reduction/process improvements] for the organization.

The details of your bonus payment are as follows:

- **Bonus Amount:** $[Amount]
- **Payment Date:** [Date]
- **Payment Method:** [Direct Deposit/Check]

Please note that this payment is subject to applicable supplemental tax withholdings as required by law.

Thank you for your continued dedication and for your proactive approach to enhancing our business processes. We appreciate your hard work and commitment to our collective success.

Sincerely,

[Manager Name]
[Title]
[Company Name]