[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to personally thank you for your outstanding contribution to our Annual Cost Savings Initiative.

Your recent proposal regarding [Project Name/Process Change] has resulted in a significant reduction in operational expenses. We estimate that your initiative will save the company approximately $[Amount] over the next fiscal year.

In recognition of your ingenuity and commitment to our company's financial health, we are pleased to award you a one-time performance bonus of $[Bonus Amount]. This reward will be included in your [Month] paycheck.

We truly value your proactive approach to identifying efficiencies. It is employees like you who help [Company Name] remain competitive and successful.

Keep up the excellent work!

Sincerely,

[Signature]
[Manager Name]
[Title]