[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Process Improvement and Cost Savings Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time performance bonus of $[Amount] in recognition of your exceptional contributions to our recent process improvement initiatives.

Your efforts in [Specific Project or Process Name] have directly resulted in a documented cost savings of [Amount or Percentage] for the company. Specifically, we would like to commend your work on:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

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

Your dedication to efficiency and operational excellence is highly valued. Thank you for your hard work and for helping the company achieve its financial goals.

Sincerely,

[Signature]

[Manager Name]
[Title]