

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded a performance bonus of \$[Amount] for your outstanding contributions during [Performance Period/Year].

This award is a reflection of your hard work, dedication, and the significant impact you have made on the team. In particular, we would like to recognize your efforts in [Specific Project or Achievement]. Your commitment to excellence helps drive our company's success.

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

Thank you for your continued commitment to [Company Name]. We are proud to have you on our team and look forward to your future successes.

Sincerely,

[Manager Signature]

[Manager Name]
[Manager Title]