[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Annual Bonus Award Confirmation

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus for the fiscal year [Year]. This award is a reflection of your hard work, dedication, and contributions to the success of [Company Name].

Based on your performance review and the company's overall results, your bonus amount is as follows:

Bonus Amount: [Currency Symbol][Amount]

This payment will be processed on [Date] and will be subject to applicable payroll tax withholdings. You will receive this amount via [Direct Deposit/Check] in your next scheduled pay cycle.

Please note that this bonus is a one-time discretionary payment and does not guarantee future awards or changes to your base salary. The details of this compensation should be kept confidential.

On behalf of the leadership team, thank you for your commitment to excellence. We look forward to your continued success with the company.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]