

# Discretionary Bonus Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Company Name: [Insert Company Name]

Dear [Employee Name],

We are pleased to inform you that you have been awarded a discretionary bonus for your outstanding performance and contributions to [Company Name] during the past year. Your hard work, dedication, and commitment have not gone unnoticed.

The amount of your bonus is [Insert Bonus Amount], and it will be included in your next payroll cycle.

We appreciate your efforts and look forward to your continued success with us. Thank you for being an integral part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]