

Performance-Based Bonus Explanation

Dear [Employee's Name],

We are pleased to inform you about the performance-based bonus program that recognizes and rewards your hard work and dedication over the past year. This bonus is designed to motivate our team members and align their efforts with the company's goals.

Your performance during the year has been evaluated based on the following criteria:

- Achievement of individual performance goals
- Contribution to team objectives
- Overall company performance

Based on these evaluations, we are excited to offer you a bonus of \$[amount]. This will be reflected in your upcoming paycheck.

Thank you for your continued commitment to excellence. We look forward to seeing your continued success in the future.

Sincerely,
[Your Name]
[Your Position]
[Company Name]