

# Annual Performance Bonus Eligibility

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Annual Performance Bonus Eligibility Notification

Dear [Employee's Name],

We are pleased to inform you that based on your performance during the past year, you are eligible for the annual performance bonus. Your contributions to [specific projects or achievements] have been invaluable to the success of our team.

The bonus amount will be determined based on the overall performance metrics and will be communicated to you by [insert date]. Your hard work and dedication are greatly appreciated.

Thank you for your commitment and excellence in your role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]