

Performance Bonus Announcement

Dear [Employee's Name],

We are pleased to inform you that, due to your outstanding performance and dedication over the past year, you will be receiving a performance bonus of [amount] as a token of our appreciation.

Your contributions to [specific projects or achievements] have significantly impacted our success, and we want to recognize your hard work and commitment.

The bonus will be included in your next paycheck, which will be issued on [date].

Thank you for your continued efforts and excellence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]