

Bonus Eligibility Announcement

Dear [Employee's Name],

We are pleased to announce that due to your hard work and dedication, you are eligible for a bonus this year. This bonus reflects your outstanding performance and commitment to our team's goals.

The bonus amount will be [insert amount or percentage], and you will receive this bonus with your next paycheck, scheduled for [insert date].

Thank you for your contributions and continued efforts. We look forward to seeing your continued success within our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]