

# Bonus Eligibility Assessment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that your performance over the past evaluation period has been assessed for bonus eligibility. The criteria considered include your individual performance metrics, contributions to team projects, and alignment with the company's goals.

Based on our assessment, we are happy to announce that you are eligible for a bonus. The details of your bonus will be outlined in your upcoming performance review meeting scheduled for [Insert Date].

We appreciate your hard work and dedication to [Company Name]. Thank you for your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]