

Bonus Eligibility Notification

Dear [Employee's Name],

We are pleased to inform you that you are eligible for a bonus for the [specify period, e.g., fiscal year 2023]. This decision is based on your exceptional performance and contributions to the team.

Your bonus amount is [specify amount or percentage], and it will be included in your next paycheck scheduled for [specify date].

We appreciate your hard work and dedication, and we look forward to your continued success with our organization.

If you have any questions regarding your bonus, please feel free to reach out to [HR contact information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]