

Bonus Eligibility Confirmation

Date: [Insert Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Department: [Department]

Dear [Employee Name],

We are pleased to inform you that you are eligible for a performance bonus for the fiscal year [Year]. This decision is based on your exemplary performance and dedication to your role within the company.

The bonus amount is calculated based on the following criteria:

- Achievement of performance goals
- Overall contributions to the team
- Company performance metrics

Your bonus amount will be [Insert Bonus Amount], and it will be reflected in your next paycheck, scheduled for [Insert Pay Date].

Thank you for your hard work and commitment to our success. If you have any questions regarding this bonus, please feel free to reach out to the HR department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]