

# Bonus Eligibility Criteria

Dear [Employee Name],

We are pleased to inform you about the criteria for eligibility for the upcoming bonus period. Please review the following guidelines:

## Eligibility Criteria

- **Employment Status:** Must be a full-time employee with no disciplinary actions within the year.
- **Performance Metrics:** Must meet or exceed the established performance goals set at the beginning of the year.
- **Attendance:** Maximum of [X] absences in the qualifying period.
- **Duration of Employment:** Must have been with the company for at least [X] months.

Please note that the final decision on bonus disbursement will be based on these criteria as well as the company's overall performance.

If you have any questions regarding these criteria, feel free to reach out to your manager or HR representative.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]