

Bonus Eligibility Reminder

Dear [Employee Name],

We hope this message finds you well. As we approach the end of the current performance period, we want to remind you about your eligibility for the upcoming bonus.

As per the company policy, bonuses are awarded based on individual performance, attendance, and contribution to team objectives. You will be assessed based on the following criteria:

- Performance evaluations
- Project completion and success
- Team collaboration and support
- Attendance and punctuality

We encourage you to reflect on your contributions and achievements over the past year. Should you have any questions regarding the bonus criteria or process, please do not hesitate to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]