

Bonus Eligibility Results

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that you have been assessed for bonus eligibility for the fiscal year [Insert Year]. After a thorough review of your performance and contributions to the team, we are delighted to announce that you are eligible for a bonus.

Your hard work and dedication have not gone unnoticed, and we appreciate your commitment to excellence. Details of your bonus amount will be shared in your upcoming payroll statement.

Should you have any questions or require further clarification, please do not hesitate to reach out to the HR department.

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Title]

[Company Name]