

# Bonus Eligibility Review

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your eligibility for the upcoming bonus cycle is currently under review. At [Company Name], we are committed to recognizing and rewarding the hard work and contributions of our team members.

Your performance over the past year will be considered, along with other relevant metrics, to determine your eligibility for a bonus. We appreciate your efforts and the value you bring to our organization.

We will notify you of the final decision by [Insert Date]. If you have any questions or would like to discuss this matter further, please feel free to reach out.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]