

Bonus Eligibility Verification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your eligibility for the annual bonus has been verified. Our records indicate that you have met all the necessary criteria set forth in our bonus program. As a result, you will be receiving a bonus of [Insert Bonus Amount] in your upcoming payroll.

If you have any questions regarding your bonus eligibility or the process, please do not hesitate to reach out to the HR department.

Thank you for your hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]