

Cumulative Bonus Adjustment Notice

Date: [Insert Date]

To: [Employee Name]

Subject: Cumulative Bonus Adjustment Notification

Dear [Employee Name],

We are writing to inform you about the adjustment to your cumulative bonus for the [year/period]. After conducting our annual review, we have made some changes to align with our company policies and individual performance metrics.

Your cumulative bonus has been adjusted as follows:

- Previous Bonus Amount: \$[Previous Amount]
- New Bonus Amount: \$[New Amount]
- Adjustment Reason: [Reason for Adjustment]

This adjustment will be reflected in your next paycheck scheduled for [date]. If you have any questions or concerns regarding this adjustment, please feel free to reach out to your supervisor or the HR department.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]