

Performance-Based Bonus Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Update on Performance-Based Bonus

Dear [Employee's Name],

We hope this message finds you well. We want to take a moment to update you on the status of the performance-based bonus for this review period.

We are pleased to inform you that based on your exceptional performance and contributions to the team, you are eligible for a performance-based bonus of [Insert Amount/Percentage]. This bonus will be reflected in your upcoming paycheck on [Insert Date].

Your hard work and dedication have not gone unnoticed, and we appreciate your efforts in achieving the company's goals.

Thank you for your continued commitment to excellence.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]