

Quarterly Cumulative Bonus Review

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / HR Department]

Subject: Quarterly Cumulative Bonus Review

Dear [Employee Name],

As part of our quarterly review process, we are pleased to provide you with a summary of your cumulative bonus for this quarter. Your performance during the last quarter has been evaluated, and we appreciate your hard work and dedication to your role.

Performance Highlights

- Achievement 1
- Achievement 2
- Achievement 3

Cumulative Bonus Calculation

Your cumulative bonus for this quarter is calculated based on your performance metrics and contributions to the team. The total bonus awarded is: **[\$Amount]**.

We encourage you to keep up the great work and continue striving for excellence. Should you have any questions regarding this review, please feel free to reach out.

Thank you for your ongoing commitment to [Company Name]. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]