

Transportation Service Performance Bonus Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Company Name]

Subject: Performance Bonus Notification

Dear [Employee Name],

We are pleased to inform you that due to your exceptional performance and dedication to our transportation services during the past period, you are eligible for a performance bonus.

Your commitment and efforts have significantly contributed to our success and have been recognized by both management and your peers.

The details of your performance bonus are as follows:

- Bonus Amount: [Insert Amount]
- Payment Date: [Insert Payment Date]
- Criteria: [Briefly list criteria met for bonus eligibility]

We appreciate your hard work and commitment to excellence. Thank you for being a valuable member of our team.

Best Regards,
[Your Name]
[Your Position]
[Company Name]