

Performance Bonus Eligibility Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to announce that due to your hard work and dedication, you have qualified for the performance bonus program for this year. This bonus recognizes the exceptional contributions you have made to our team's success.

Eligibility for the performance bonus is based on [insert eligibility criteria], and we are thrilled to acknowledge your achievements in this regard.

The performance bonus will be disbursed on [insert date]. We hope this recognition motivates you to continue your excellent work.

Thank you for your valuable contributions to our team.

Warm regards,

[Your Name]

[Your Position]

[Company Name]