

Performance Bonus Distribution Notice

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that after a thorough evaluation of your performance over the past year, you are eligible to receive a performance bonus.

Your exceptional contributions to [mention specific projects or achievements] have played a significant role in our company's success.

The performance bonus awarded to you is [insert bonus amount or percentage], which will be included in your next payroll on [insert date].

We appreciate your hard work and dedication to [Company Name]. Thank you for your commitment to excellence.

If you have any questions regarding this notice, please feel free to reach out to [insert contact person's name or HR department].

Congratulations!

Sincerely,

[Your Name]

[Your Position]

[Company Name]