

Annual Performance Bonus Notification

Dear [Employee's Name],

We are pleased to inform you that, based on your outstanding performance during the past year, you have been awarded an annual performance bonus.

Your dedication and hard work have significantly contributed to the success of our team and the organization as a whole. We are grateful for your efforts and commitment.

The details of your bonus are as follows:

- Bonus Amount: [Insert Amount]
- Date of Payment: [Insert Date]

We encourage you to continue your excellent work and strive for even greater accomplishments in the coming year.

Congratulations!

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