

Bonus Eligibility Information

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you about the eligibility criteria for the upcoming bonus distribution for our workforce. Your contributions to the team are greatly appreciated, and we want to ensure that you are aware of the bonus program details.

Eligibility Criteria

- Must be a full-time employee as of [Insert Date].
- Must have completed at least [Insert Duration] of service with the company.
- Must meet or exceed performance goals set in the last performance review.
- No formal disciplinary actions taken during the eligibility period.

Bonus Calculation

The bonus amount will be calculated based on [Insert Bonus Calculation Method]. You will receive more detailed information regarding your specific bonus amount in the upcoming weeks.

Important Dates

- Final Eligibility Confirmation: [Insert Date]
- Bonus Distribution Date: [Insert Date]

If you have any questions or need further clarification regarding the bonus eligibility, please do not hesitate to reach out to the HR department.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]