

# Final Bonus Declaration

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Company: [Company Name]

Dear [Employee's Name],

We are pleased to inform you that after careful consideration and review of your performance for the fiscal year [Insert Year], a final bonus of [Insert Bonus Amount] has been approved for you.

This bonus reflects your hard work, dedication, and contributions to the success of [Company Name]. We appreciate your commitment and the positive impact you have made on our team.

The bonus will be included in your next paycheck and is subject to the usual deductions per company policy.

Thank you once again for your valuable contributions. We look forward to your continuing success and growth within the company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]