

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the annual performance bonus offer of [Bonus Amount] for the [Year] performance period. I would like to express my gratitude for this acknowledgment of my contributions to the team and the company.

Thank you for your support and recognition. I look forward to continuing to contribute to our success in the upcoming year.

Sincerely,
[Your Name]