

Letter of Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Annual Performance Bonus Award

Dear [Employee's Name],

I am pleased to inform you that you have been recognized for your exceptional contributions over the past year and will receive an annual performance bonus award.

This award is a testament to your hard work and dedication to our team. Your efforts have significantly contributed to our success and we appreciate everything you do.

Congratulations on this well-deserved recognition. We look forward to your continued success and contributions in the future.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]