

# Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Annual Performance Bonus Calculation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the calculation of the annual performance bonus for the year [Insert Year].

The annual performance bonus is structured based on the following criteria:

- Overall company performance
- Individual performance evaluations
- Achievement of specific targets and goals

For the year [Insert Year], the bonus calculation was conducted by reviewing these factors thoroughly, and as a result, the following formula was applied:

**Bonus Amount = (Base Salary) x (Performance Factor) x (Company Performance Multiplier)**

If you have any further questions or require additional information regarding your specific bonus calculation, please do not hesitate to reach out to me directly.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]