

Annual Performance Bonus Notification

Dear [Employee's Name],

We are pleased to inform you that you are eligible for the Annual Performance Bonus for the fiscal year [Year]. Your hard work and dedication have significantly contributed to our team's success.

The bonus amount will be calculated based on the performance metrics outlined in your annual review and will be included in your [next paycheck/monthly payroll].

Thank you for your continued commitment and outstanding performance. We appreciate your contributions to [Company's Name].

Sincerely,

[Your Name]
[Your Position]
[Company's Name]