

Quarterly Bonus Eligibility Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that the eligibility criteria for the upcoming quarterly bonus have been finalized. Your hard work and dedication have contributed significantly to our success, and we want to reward your efforts accordingly.

The key details for the quarterly bonus are as follows:

- Eligibility period: [Start Date] to [End Date]
- Bonus percentage: [Percentage] of your quarterly earnings
- Criteria for eligibility: [List any specific criteria, if applicable]

We encourage you to maintain your excellent performance and continue contributing towards our goals. The final bonus payout will be processed with the upcoming pay cycle, scheduled for [Payout Date].

Thank you for your hard work and commitment. If you have any questions regarding the bonus program, please feel free to reach out to the HR department.

Best regards,
[Your Name]
[Your Position]
[Company Name]