

Salary Negotiation Outcome

Dear [Employee's Name],

We appreciate your contributions to [Company Name] over the past year. After careful consideration of your performance, the management team is pleased to inform you of the outcome regarding your performance bonus.

Based on your outstanding achievements in [mention specific projects or goals], we have decided to award you a performance bonus of [amount or percentage]. This bonus reflects our recognition of your hard work and dedication.

The bonus will be included in your [next paycheck/payment cycle] and will be subject to standard deductions.

We encourage you to continue your excellent performance and contribute to the success of the company. If you have any questions, please feel free to reach out.

Thank you for your hard work.

Sincerely,

[Your Name]
[Your Position]
[Company Name]