

Annual Incentive Reward Notification

Dear [Employee Name],

We are pleased to inform you that, in recognition of your outstanding performance and contributions over the past year, you are eligible for an annual incentive reward.

Your exceptional efforts have significantly contributed to our success, and we are proud to reward you with a [details of the incentive, e.g., bonus amount, additional vacation days]. This incentive will be reflected in your next paycheck, dated [payment date].

Thank you for your dedication and hard work. We look forward to another successful year together!

Best regards,

[Your Name]

[Your Position]

[Company Name]