

Annual Performance Bonus Announcement

Dear Team,

We are pleased to announce the annual performance bonus for this year. Thank you for your hard work and dedication to our company's success.

This year, based on your exceptional performance and contributions, we will be awarding bonuses as follows:

- Employees with outstanding performance: \$5,000
- Employees with exceeding expectations: \$3,000
- Employees meeting expectations: \$1,500

Bonus amounts will be reflected in your next paycheck. We truly appreciate your commitment and are excited to continue achieving great things together.

Thank you,

The Management Team