

Performance Bonus Eligibility Confirmation

Date: [Insert Date]

To: [Employee's Name]

Subject: Confirmation of Performance Bonus Eligibility

Dear [Employee's Name],

We are pleased to inform you that you are eligible for a performance bonus for the [insert evaluation period] based on your outstanding contributions and achievements during this period.

Your hard work and dedication have significantly impacted our team's success, and we are grateful for your efforts.

Details of the performance bonus will be communicated in the upcoming [insert timeframe, e.g., weeks, month].

Thank you for your continued commitment to excellence.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]