

# Performance Reward Allocation

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that you have been selected for a performance reward based on your outstanding contributions over the past year. Below are the details of your reward allocation:

## Reward Details

- **Type of Reward:** [Insert Type of Reward]
- **Amount:** [Insert Amount]
- **Distribution Date:** [Insert Date]

Your hard work and dedication have not gone unnoticed, and we are excited to recognize your efforts. Thank you for your commitment to excellence.

If you have any questions regarding your reward, please feel free to reach out to [Contact Person/Department].

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]