

Recognition Bonus Declaration

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to inform you that due to your outstanding performance and dedication to your work, you have been recognized with a bonus. This bonus acknowledges your significant contributions to our team and the value you bring to our organization.

Details of the recognition bonus are as follows:

- Bonus Amount: [Insert Amount]
- Effective Date: [Insert Date]
- Payment Method: [Insert Details]

We appreciate your hard work and commitment to excellence. Keep up the great work!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]