

Yearly Bonus Eligibility Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you are eligible for a yearly bonus for the year [Insert Year]. Your hard work and dedication have significantly contributed to our team's success, and we want to acknowledge your efforts.

The bonus will be calculated based on your performance and the overall success of the company. Specific details regarding the amount and disbursement date will be communicated in the following weeks.

Thank you for your continued commitment and contribution to [Company Name]. We look forward to another successful year together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]