

Annual Earnings Report Notification

Dear [Employee Name],

We are pleased to inform you that your annual earnings report for the year [Year] is now available. This report details your total earnings, bonuses, and any deductions made throughout the year.

Please take a moment to review your earnings report attached to this email. Should you have any questions regarding your report, do not hesitate to reach out to the HR department.

Thank you for your hard work and dedication over the past year!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]