

# Annual Bonus Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Confirmation of Annual Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded an annual bonus for the fiscal year [Year]. Your outstanding performance and dedication to our company's goals have been recognized.

The total amount of your bonus is [Insert Amount]. This will be reflected in your next paycheck, scheduled for [Insert Pay Date].

We appreciate your hard work and commitment to excellence. Thank you for your contributions to the team, and we look forward to another successful year ahead.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]