

Bonus Payment Announcement

Dear [Employee Name],

We are pleased to announce that you will be receiving a bonus for your outstanding performance in the past year. This bonus reflects our appreciation for your hard work and dedication to the company.

The bonus amount will be [insert amount] and will be included in your [month] paycheck. We hope this gesture motivates you to continue delivering your best work.

Thank you for your contributions to [Company Name].

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]