

Bonus Allocation Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that, based on your outstanding performance and contributions over the past year, you have been awarded a bonus. This decision reflects our appreciation for your hard work and dedication.

Your bonus amount is: [Insert Bonus Amount]

This bonus will be included in your next paycheck and is a token of our gratitude for your commitment to excellence.

Thank you for your exceptional work. We look forward to your continued success in the coming year.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]