

# Extra Bonus Notice

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that due to your outstanding performance and dedication, you will be receiving an extra bonus of [Insert Amount]. This bonus is a reflection of your hard work and commitment to our team's success.

Your bonus will be included in your next paycheck scheduled for [Insert Pay Date].

Thank you for your continued contributions to our organization. We appreciate all that you do!

Sincerely,

[Your Name]

[Your Position]

[Company Name]