

Incentive Bonus Notification

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that as a result of your exceptional performance and contributions to [Company Name], you are eligible for an incentive bonus for the [quarter/year].

Your bonus amount will be [insert bonus amount] and will be reflected in your upcoming paycheck, scheduled for [insert payment date]. This bonus is a token of our appreciation for your hard work and dedication.

Thank you for your commitment to excellence. We look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]