

# Bonus Distribution Notification

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that due to your hard work and dedication, the company will be distributing bonuses this year. Your contribution has been invaluable, and we want to recognize your efforts.

Your bonus amount is [Insert Amount], and it will be included in your [insert next paycheck date] payroll.

Thank you for your continued commitment to our team. We look forward to achieving more milestones together in the future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]