

Performance Bonus Advice

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Subject: Performance Bonus Notification

Dear [Employee's Name],

We are pleased to inform you that based on your exceptional performance during the past year, you are eligible for a performance bonus. Your dedication, hard work, and commitment have significantly contributed to the success of our team and the company.

The performance bonus amount is [Bonus Amount] and will be reflected in your upcoming paycheck on [Pay Date]. We appreciate your efforts and encourage you to continue striving for excellence.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]