## **Sample Bonus Letter**

**[Company Letterhead]**

**Date: [Date]**

**[Employee Name] [Employee Address]**

Dear [Employee Name],

We are pleased to inform you that you are eligible for a performance bonus of [Bonus Amount] in recognition of your outstanding contributions during [Review Period (e.g., from [Start Date] to [End Date])].

Your hard work and dedication have been instrumental in achieving [Mention specific company goals or achievements the employee contributed to]. We were particularly impressed with your [Mention 1-2 specific achievements or areas where the employee excelled]. These contributions directly impacted [Positive outcome of their work].

This bonus is a token of our appreciation for your valuable role in our team's success. The bonus amount will be paid out on [Payout Date] through your regular payroll channel.

Congratulations once again on your well-deserved bonus!

Sincerely,

**[Management Name]**

**[Management Title]**