

[Date]

To,

Subject - Annual bonus details

Hello _____ ,

Thank you for all the efforts you have put in to help us reach new heights of success. Your continuous dedication and contribution have helped us to grow our company's revenues by _____ percent, and we would not have been able to achieve this without your commitment towards our company.

We at _____ believe that our victories should be shared with everyone in the company.

Therefore, as a token of our appreciation, we are giving every employee a _____ % bonus based on their salary. Your bonus will be directly added to your next salary.

Once again, thank you for being such an enthusiastic team member and we hope to see it continue in the future.

Regards,

_____.

