

Preliminary announcement subject to approval or confirmation

Subject: Provisional Bonus Notification

Dear Employees,

We are pleased to inform you that a bonus is being considered for this quarter, subject to final approval by management. While details are being finalized, we wanted to share this good news early to acknowledge your hard work.

Further communication will provide exact amounts and disbursement dates. We appreciate your continued dedication and patience during this process.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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