

Official company bonus announcement

Dear [Employee Name],

Subject: Announcement of Bonus

We are pleased to inform you that based on your outstanding performance and contributions during the fiscal year [Year], you have been awarded a performance bonus of [Amount/Percentage]. This recognition reflects our appreciation for your hard work and dedication to [Company Name].

The bonus will be credited to your account on [Date]. We thank you for your commitment and look forward to your continued excellence.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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