

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Bonus Payout

Dear [Employee Name],

We are pleased to inform you that a bonus payment in the amount of \$[Amount] has been approved for you.

This payment is being awarded for [Reason for Bonus, e.g., Performance Excellence / Completion of Project X / Year-End Incentive].

The funds will be deposited into your bank account on file via direct deposit. You can expect to see the transaction reflected in your account on [Payment Date]. Please note that this amount is subject to applicable tax withholdings and deductions.

You may view your detailed pay stub through the [Employee Portal Name] on or after the payment date.

Thank you for your hard work and continued contributions to [Company Name].

Sincerely,

[Sender Name]
[Title]
[Human Resources / Payroll Department]