

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Subject: Confirmation of Bonus Payment

Dear [Employee Name],

We are pleased to inform you that you have been awarded a bonus in the amount of \$[Amount].

This bonus is being awarded in recognition of [reason for bonus, e.g., your hard work over the past year / the successful completion of Project X / the company's annual performance]. We truly appreciate your contributions and dedication to the team.

The payment will be processed on [Date] and will be included in your [regular paycheck / a separate direct deposit]. Please note that this amount is subject to applicable tax withholdings.

Thank you for your continued commitment to [Company Name]. Congratulations on your achievement.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]