

Performance Bonus Letter

Subject: Performance Bonus Notification

Dear [Employee Name],

We are pleased to notify you that based on your exceptional performance this quarter, you have been awarded a performance bonus. This recognition reflects your hard work, commitment, and valuable contributions to the team.

The bonus will be credited to your account on [date]. Congratulations and keep up the excellent work.

Best regards,

[HR Manager Name]

[Company Name]

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