From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

To,

\_\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_(mention the purpose)

Dear \_\_\_\_\_\_(Sir/madam)

I \_\_\_(Name) is writing this letter to inform you about the bonus this year in the company. Due to the nice achievements, the company has decided to provide bonus to all the employees. This bonus is distributed on the basis of performance recorded, and if you keep a good record and meet your targets, then you shall be getting the good amount from the company. The employees who neither do well nor complete the targets shall not be getting anything. A backlist is being prepared based on your performances, and it shall be released soon, and action will be taken soon after against these procedures. Remember to perform well and achieve more and more

Thanking you,

Name

Signature