**Bonus Award Letter**

[Date]

Dear [Employee Name],

We are pleased to present you with your [year] award in the amount of [$\_\_]. This bonus award reflects your excellent performance, the contributions you made and the goals achieved on behalf of [Company Name] during the past year. We appreciate your ongoing dedication to the continuing development and growth of the company.

Please accept this bonus with our regards and best wishes for a successful start of our new fiscal period and your continuing contributions to the company in the new period.