**Bonus Announcement Letter Format**

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| From  <HR Signatory Name> <DD/MM/YYYY>  <HR Signatory Designation>  To,  <Employee Name>  <Employee Address>  **Subject: Bonus Declaration for <year>**  Dear <Employee First Name>,  <Company Name> and its Management is very happy to announce that by keeping in line with our Company culture over the last <years>, a bonus of <x%> has been announced for the financial year <YYYY-YY>. This is also in accordance with the guidelines stipulated under the Payment of Bonus Act.  The bonus will be paid along with your salary for the month of <MM/YY>.  We thank you for your valuable contributions and commitment during the past year resulting in the overall growth and success of the organization.  Yours sincerely,  Human Resource Manager. |

**Letter of Bonus Announcement Example**

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| From  Devanshi Patel 01/4/2021  HR Manager  To,  Rishab Patel  123, XYZ Tower, Street 2, Surat, Gujarat  **Subject: Bonus Declaration for 2020**  Dear Rishab,  ABC Solutions Pvt. Ltd. and its Management is very happy to announce that by keeping in line with our Company culture over the last 3 years, a bonus of 20% has been announced for the financial year 2020-2021. This is also in accordance with the guidelines stipulated under the Payment of Bonus Act.  The bonus will be paid along with your salary for the month of <05/21>.  We thank you for your valuable contributions and commitment during the past year resulting in the overall growth and success of the organization.  Yours sincerely,  Human Resource Manager. |

**Format 1**

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| To,  [Recipient Name]  [Designation and Department]  [Date]  Subject - Bonus Announcement Letter  We are pleased to write this letter to inform you of the bonus structure issued by our organization's higher authority (including the company's name).  This year, you all contributed significantly to our company's revenues and success. As a result, our organization was able to effortlessly reach our ultimate goal. We are always willing to share our profits and good fortune with our dedicated employees and customers.  As a result, the company has announced that this year's bonus will be distributed to employees based on their salary month (mention the month).  The bonus will be distributed (mention the amount of the bonus). I hope you are all overjoyed by this fantastic news, and we hope you will continue to support us and work hard as you have in previous years.  Without your assistance, we would not have been able to achieve our goals.  On behalf of our organization, I congratulate you everyone.  I wish you all happiness and that you will always be with us.  Thank you once again,  With Best Regards,  [Sender’s Name] [Sender’s Designation] [Organization Name] |

**Format 2**

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| [Your letterhead, if desired; if not, your return address]  [Date of letter-month, day, and year]  [Recipient's first and last names]  [Company name]  [Street or P.O. box address]  [City, State ZIP code]  Dear [recipient's name]:  As a way to thank employees for dedicated efforts in the past year, we will be distributing year-end bonuses to all employees on December 21. Each employee will receive a separate letter stating the amount of the bonus, which will be included along with the direct deposit for the December 21 paycheck.  If you have questions, please contact Human Resources. We thank you for your hard work this year and look forward to continued success and prosperity as we begin another year together.  Best regards,    [Signature]  [Sender's first and last names] |

**Format 3**

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| [Your Name]  [Designation]  Date  Dear [Your Name],  I'm writing to you to tell you that your recent work qualifies you for an achievement bonus. This bonus reflects your work on [Company Name]’s recent [project name], which increased our company's profits by [profit percentage]. Therefore, for your contributions, we're awarding you a bonus of [bonus percentage] of your salary.  You can expect to find this bonus in the form of a [mention the source of bonus transfer] by [time], [day]. I want to congratulate you for your hard work on this project. Your insights and creative tagline are key components of this commercial's success.  Once again, thank you for your performance on this particular project. If you have any questions, please email me at [email address].  Congratulations,  [Your Name] |