[Date]

[Full Name]

[Title]

[Insert Organization Name]

Dear [Insert Name],

[Insert Organization Name] is pleased to award you with an incentive bonus in the amount of $[Insert Amount]. This bonus reflects the goals you achieved, your exceptional performance, and your contributions to our organization. We thank you for your continued hard work, dedication, and commitment to excellence at [Insert Organization Name].   
  
Please note: This bonus does not constitute a new wage standard for [Insert Organization Name], nor is it guaranteed to be a recurring provision. Incentive bonuses are provided completely at the discretion of [Insert Organization Name] and the company is under no obligation to provide them on a recurring basis.   
  
Please accept this bonus with our best wishes for your ongoing success. We appreciate your contribution and look forward to more growth, development, and celebrations in the future. Your bonus of $[Insert Amount] will be provided to you [Insert Method Ex. direct deposit+date, reflected on your next paycheck] and the appropriate tax deductions will be made to the gross sum.

Once again, thank you for your dedication and congratulations on your bonus; you earned it!

Warm regards,   
  
[Name]  
[Title/Position]