



Letter – Annual Company Bonus

(Name of Manager)
(Title)
(Phone Number)
(Email)
(Date)

(Recipient Name)
(Title)
(Company Name)

Dear (Recipient Name),

We are please to inform you that we are providing you with a (Specify: Quarterly, Annually, etc.) bonus in the amount of \$(XXXX). (Company Name) is able to provide this bonus as a direct result of the success created by the ongoing efforts of our workforce!

We thank you for your ongoing commitment to excellence at (Company Name), and congratulate you on your outstanding performance!

Your bonus will be added to your next paycheck. Please be advised that you may elect to deposit all or a portion of your bonus into the company RRSP program. All forms relating to RRSP contributions must be completed and delivered to (Name, Title, Appropriate Authority) by (DATE).

Sincerely,

(Name, Title, Position)