Insert Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

**Bonus Arrangements**

I am pleased to inform you that you are to receive a bonus of [£ ] / [ ]% of your basic annual salary as at the date on which the bonus is awarded.

This award is in recognition of the excellent contribution that you are making through your ongoing hard work.

Your bonus will be paid along with your [month and year] salary and will be shown on your payslip. The bonus is subject to the usual tax and national insurance deductions.

I would like to add my personal thanks to you [and your colleagues in [specify team or role] in helping our business to continue to operate during these challenging times.

Yours sincerely,

Name

Role Title

Company