*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Bonus Payment Letter***

*Where you decide to pay a discretionary bonus to an employee, use the bonus payment letter to notify them of this and the amount.*

Date ................................. (insert date of letter)

Dear ................................. (insert name of employee)

Following a review of the Company’s performance and profitability and your own performance and conduct, we have exercised our discretion to pay you a [one-off Christmas bonus/bonus covering the assessment period from ......... (insert date) to ............ (insert date)].

We are therefore delighted to confirm that you will receive [a/the maximum] bonus payment of £......... (insert amount) which will be included within your ......... (insert week/month) salary payment.

Please note this is a purely discretionary payment and is not intended to set a precedent for next year or future years.

We would like to take this opportunity to thank you for the contribution you have made to the success of the Company over the last [quarter/year].

Yours sincerely

....................................................

(Insert signature and name of author)