

Memorandum

To: <Employee's name>

CC: Human Resources

From: <Manager's name>

Date:

Re: Bonus Payment

I am pleased to advise that you will receive a bonus payment of \$<bonus amount>. This payment will be made to you in the next salary payment on <date>.

The bonus payment recognises your achievement of the <revenue targets/key tasks> agreed in the bonus letter to you of <date of letter>

<Individual message from manager>

Regards

<Manager's name>