**Annual Bonus Letter to Employee Format**

From:

Anant Sharma

Manager

Zen Technologies Pvt. Ltd.

Delhi

Date: May 9th, 2020

To,

Mr. Abhishek Jain

78, Kalyan Apartments

Delhi

Dear Abhishek,

Warm congratulations to you for making it to the list of “Best Performers of 2019”. We highly appreciate you for working hard on the launch of our new manufacturing unit in Delhi and making it a great success. It was an important launch for Zen Technologies Pvt. Ltd. and with your dedication and commitment, we have certainly had a terrific launch.

As per the company policy, we offer annual bonus to all our employees who feature in the list of best performers as a gesture to show our appreciation towards the hard work you have put in. We, therefore, announce a bonus of Rs. 50,000 for you which will reflect in your next pay check.

We again extend a warm thank you for being an inspiring and committed employee. We are certainly fortunate to have you in our company.

Regards,

Anant Sharma

Manager

Zen Technologies Pvt. Ltd.

Delhi