[Name of the Department]

[Organization Name]

Date:

**Subject: Announcement of Bonus**

To whom it may concern,

It is with great pleasure that on behalf of the executive management of [mention Organization Name], I would like to announce a bonus for the Sales Department. It is because of the great performance shown by all the members of the sales department.

With your excellent performance and dedication, the company was able to achieve the sales target for the year on time. That’s why the executive management of the company has decided to announce the bonus for you as you really deserve it.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]