PERFORMANCE BONUS

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Dear _____,

We would like to thank you for all the hard work you have done for the recent projects and your continued abi;ity to remain a valuable asset to the company. Without your dedication and continued support, projects simply would not be completed on time.

You are being given a bonus of _____. This is a reflection of our appreciation for your hard efforts.

We would like to thank you again for your patience, efforts, help and support rendered to the company and look forward to your valuable contribution in the years to come.

Gratefully,

_____

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