



## About This Document

<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	<p>Script for a letter to notify an employee of a bonus or incentive plan payment. Used for confirming and communicating awards and payments for:</p> <ul style="list-style-type: none"><li>◆ Ad-hoc discretionary bonuses</li><li>◆ Annual bonuses</li><li>◆ Incentive payments</li></ul> <p>The letter must be presented to the employee in a meeting and accompanied by a conversation. It must not be simply forwarded to the employee via email.</p>
<b>who uses it</b>	HR modifies this letter script as appropriate for the employee
<b>used with</b>	<ul style="list-style-type: none"><li>◆ <i>CP-HR-3590-M. Request &amp; Justification for Compensation Adjustment Form</i></li></ul>

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the script. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Text Only** or the **Merge Formatting** option.

## Instructions

1. Save a copy of the letter script to an appropriate working directory. In the file name, include the letter effective date and the employee name.
2. Edit the script as needed, choosing the appropriate content from the suggested content menu shown in **BLUE FONT**.

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As you know, we are not in a position to provide bonuses to all employees this year. As such, we respectfully ask that your bonus award remain confidential.

**EXAMPLE INCENTIVE PLAN PAYMENT:**

It is my great pleasure to present you with your incentive plan payment in the amount of \$ [REDACTED], which was calculated as follows:

◆ Insert Calculation details

**CLOSING FOR ALL EXAMPLES ABOVE:**

Your bonus payment will be added to your payroll pay date pay.

I would like to personally thank you for your contributions and support. Congratulations First Name. You deserve it! You are a very valued member of our team and we are looking forward to continuing to work with you.

Sincerely,

**CUSTOMIZER: Insert COMPANY NAME**

Name

Title

Copy: Payroll