

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]

Dear [Recipient's Name],

I am pleased to inform you that as a result of your outstanding performance over the past [specific time period], you are eligible for a performance reward. Your dedication and hard work have significantly contributed to our team's success, and we want to recognize your efforts. The details of your reward are as follows:

- **Reward Type:** [e.g., bonus, gift card, etc.]
- **Amount/Value:** [specific amount if applicable]
- **Distribution Date:** [date]

Thank you for your commitment and excellence. We look forward to seeing your continued success and contributions to [Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]