[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Discretionary Bonus for Exceptional Performance at NJ International Conference  
  
Dear Rose,

I am extremely happy to share this news with you that you have been awarded the discretionary bonus at this time of the year for your exceptional and worth-acclaiming achievements at the NJ conference. I am penning this draft as a piece of appreciation to you.

NJ International Conference is one of the most awaiting conferences of the year and every corporate company looks forward to it to get certain projects and general the traffic clientage. Your performance at the conference was amazing and it is one of the biggest remarks on your competency. Your super-talented ideas and working capacity are further complemented by the ideals you achieve and your style of representing things.

An hour before writing this, I received a letter from the chairman of the NJ International Conference informing me that they have decided to give the project of corporal financing to us. Our teamwork was very much appreciated by him and he liked your presentation a lot. He praised the presentation for limpidity, brevity, and lucid manner of communication of the presentation. He also appreciated your style of manner and high professionalism kept in front of you.

Rose, you have always been a big asset to our company since you joined back in 2013. You have always benefited us from your professional business ideas and revolutionary stance in the world of business. I convey my cordial thanks to you and also announce a bonus of $1000 for this achievement which is discretionary in nature. I am trying to spare a few moments to meet you in person to discuss a few more important things.

Thank you

Lowman Shin  
General Manager,  
Mega Power Groups, California, USA