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

Date:

Re. Discretionary Bonus Letter for Superseding the Company’s Sale Growth

Dear Mike,

This letter has been penned to you to draft an extraordinary achievement done by you and pay you a discretionary bonus for the untiring services. You have always been seen as a very composed person of the crew and have proved yourself in the forte of Financing and Sale Department. I am very happy with your performance and I feel it direly needed to communicate this to you.

I received an email from the Department of Finance and Accounts who told me about the progress report of the sale and finance. The way you have given an upsurge to the sales of the company no one was able to do this. Your great marketing skills and techniques have benefited the company in an exceptional manner.

I was informed about the Gross Monetary Value of the company. The difference between GMV (Gross Monetary Value) of the previous month and the current month indicates a lot about your services. The way you steered the sales management and accounts department was amazing and it will be always regarded.

To regard this achievement, I announce a discretionary bonus of$750 for this achievement of you. Your belief in professionalism and teamwork has always benefitted us in several different ways and one of them is this phenomenal increase in GMV of our company. I convey unbound gratitude and appreciate you for your untiring services to this company. Please write to me to arrange a meeting soon at [email].

Thank you.

Regards  
James Jill  
Hill Finance and Marketing, California, USA