[Company Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Long-Term Service Retention Bonus

Dear [Employee Name],

On behalf of [Company Name], I would like to express our sincere appreciation for your continued dedication and commitment to the organization. Your contributions over the past [Number] years have been vital to our success.

To recognize your long-term loyalty and to encourage your continued journey with us, we are pleased to offer you a Long-Term Service Retention Bonus.

Bonus Details:

- **Bonus Amount:** $[Amount]
- **Retention Period:** This bonus is contingent upon your continued active employment with [Company Name] through [End Date].
- **Payment Date:** The bonus will be paid in a lump sum on the first scheduled payroll following [Payment Milestone Date].

Terms and Conditions:

This bonus is subject to applicable supplemental tax withholdings. To receive this payment, you must remain an employee in good standing and must not have submitted a notice of resignation prior to the payment date. If your employment is terminated for cause before the payment date, the bonus will be forfeited.

We value your expertise and look forward to your future achievements here at [Company Name]. Thank you for your hard work and loyalty.

Sincerely,

[Sender Signature]

[Sender Name]
[Sender Title]

Acknowledgment:

I accept the terms of the Long-Term Service Retention Bonus as outlined above.

Employee Signature: _____ Date: _____