

[Date]

Dear [Employee Name],

As we approach the end of the year, we want to take a moment to express our sincere gratitude for your hard work and dedication to [Company Name]. Your contributions have played a vital role in our success this year.

In appreciation of your efforts, we are pleased to announce that you will receive a holiday bonus in the amount of \$[Amount].

This bonus will be included in your paycheck on [Date].

Thank you for being a valued member of our team. We wish you and your family a wonderful holiday season and a happy New Year.

Best regards,

[Sender Name]

[Title]

[Company Name]