

[Date]

To: All Employees

From: [Name/Management]

Subject: Year-End Holiday Bonus Announcement

Dear Team,

As we approach the end of the year, we want to take a moment to express our sincere appreciation for your hard work and dedication. Your contributions have been vital to our success over the past twelve months.

To show our gratitude, we are pleased to announce that all eligible employees will receive a year-end holiday bonus of \$[Amount] / [Percentage of Salary].

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

Thank you for everything you do for [Company Name]. We wish you and your loved ones a joyful holiday season and a happy New Year.

Best regards,

[Signature]

[Name]

[Title]