

[Date]

Dear [Employee Name],

As we approach the end of the year, we want to take a moment to thank you for your hard work and dedication to [Company Name]. Your contributions have been vital to our success over the past year.

In appreciation of your efforts, we are pleased to inform you that you will receive a festive season bonus of [Amount/Percentage].

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

We hope this gesture helps you celebrate the upcoming holidays with your family and friends. We look forward to another successful year together.

Happy Holidays!

Sincerely,

[Name/Signature]

[Title]

[Company Name]