

[Date]

To: All Employees
From: [Name of Executive/CEO]
Subject: Holiday Bonus Announcement

Dear Team,

As we approach the end of the year, I want to take a moment to express my sincere gratitude for your hard work and dedication over the past twelve months. Thanks to your collective efforts, [Company Name] has achieved significant milestones this year.

In recognition of your contributions, the company is pleased to announce that a winter holiday bonus will be awarded to all eligible employees. This bonus is a token of our appreciation for the role you play in our success.

Bonus Details:

- **Amount:** [Specify Amount or "Based on individual performance/tenure"]
- **Payment Date:** [Insert Date]
- **Distribution Method:** [Direct Deposit / Physical Check]

If you have any questions regarding this payment, please contact the HR department.

Thank you once again for your commitment to the company. I wish you and your loved ones a joyful holiday season and a prosperous New Year.

Best regards,

[Signature]
[Printed Name]
[Title]