

[Date]

To: [Employee Name]

From: [Name/Department]

Subject: Performance-Based Holiday Bonus Announcement

Dear [Employee Name],

As we approach the end of the year, we would like to take a moment to thank you for your hard work and dedication to [Company Name].

In recognition of your exceptional performance and contributions to our goals this year, we are pleased to inform you that you have been awarded a performance-based holiday bonus of \$[Amount].

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

Your efforts have played a key role in our success, and we are proud to have you on our team. We hope this bonus adds to your holiday celebrations.

Happy holidays and thank you for a great year!

Best regards,

[Signature]

[Name]

[Title]