

[Date]

To: All Employees

From: [Executive Name/CEO]

Subject: Year-End Appreciation and Holiday Bonus Announcement

Dear Team,

As we approach the end of [Year], the executive leadership team has been reflecting on our collective achievements. Thanks to your hard work, dedication, and commitment to our mission, we have reached significant milestones this year.

In recognition of your individual contributions and our shared success, I am pleased to announce that the company will be providing a holiday bonus to all eligible employees. This bonus will be included in your upcoming paycheck on [Date].

We understand that our success is built on the strength of our people. This gesture is a small token of our gratitude for the long hours and creative energy you bring to the office every day.

On behalf of the entire leadership team, I wish you and your loved ones a joyful holiday season and a prosperous New Year. We look forward to another exceptional year together in [Next Year].

Warm regards,

[Signature]

[Executive Name]

[Title]

[Company Name]