

[Date]

Dear [Employee Name],

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 to [Company Name]. Your contributions have been vital to our success over the past twelve months.

In appreciation of your efforts, we are pleased to announce that you will receive a holiday bonus in the amount of [Amount]. This bonus will be included in your paycheck on [Date].

We hope this gesture shows how much we value having you on our team. Thank you for everything you do to make our company great.

Wishing you and your family a wonderful holiday season and a happy New Year.

Best regards,

[Your Name]

[Your Title]

[Company Name]