

[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]. Our success this year was made possible through the collective efforts of our entire team.

In appreciation of your contributions, we are pleased to inform you that you have been awarded a holiday bonus in the amount of \$[Amount].

This bonus will be included in your [Date] paycheck, subject to standard payroll tax withholdings.

Thank you for everything you do. We wish you and your loved ones a wonderful holiday season and a happy New Year.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]