

[Date]

[Employee Name]
[Employee ID]
[Department Name]

Subject: Notification of Holiday Bonus Allocation

Dear [Employee Name],

In recognition of your hard work and dedication to the [Department Name] throughout this past year, we are pleased to inform you that you have been allocated a holiday bonus.

The details of your bonus are as follows:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]
- **Method of Payment:** [e.g., Direct Deposit / Check]

This bonus is a token of our appreciation for your contributions to our departmental goals and your commitment to excellence. Please note that this payment is subject to standard applicable tax withholdings.

Thank you for being a valued member of our team. We wish you a wonderful holiday season and a prosperous New Year.

Sincerely,

[Manager Signature]
[Manager Name]
[Department Head Title]