

[Date]

Dear [Employee Name],

As we approach the end of the year, we would like to take a moment to express our sincere gratitude for your hard work and dedication to [Company Name]. Your contributions have played a vital role in our success this year.

In appreciation of your exceptional performance and commitment, we are pleased to award you a special recognition holiday bonus in the amount of \$[Amount].

This bonus will be included in your [Date] paycheck. We hope this token of our appreciation helps make your holiday season even brighter.

Thank you for everything you do. We look forward to another successful year together.

Happy Holidays,

[Sender Name]

[Sender Title]

[Company Name]