

[Date]

To: All Employees
From: The Management Team
Subject: Holiday Bonus Announcement

Dear Team,

As we approach the end of the year, the Management Team would like to take a moment to express our sincere gratitude for your hard work and dedication over the past twelve months.

Because of your collective efforts and the company's success this year, we are pleased to announce that all eligible employees will receive a holiday bonus. This bonus is a token of our appreciation for your commitment to our goals and your contributions to our workplace.

The bonus will be included in your upcoming paycheck on [Date].

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

Best regards,

[Name/Signature]
[Title]
[Company Name]