

[Date]

[Employee Name]

[Employee ID / Department]

Dear [Employee Name],

As we approach the end of the year, we would like to take a moment to express our sincere appreciation for your hard work and dedication to [Company Name].

To celebrate the holiday season and recognize your contributions to our success this year, we are pleased to inform you that you have been awarded a seasonal financial reward in the amount of \$[Amount].

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

Thank you for your continued commitment to the team. We wish you and your family a wonderful holiday season and a happy New Year.

Best regards,

[Your Name]

[Your Title]

[Company Name]