

Date: [Insert Date]

To: All Team Members

Subject: Important: Announcement Regarding Your Holiday Bonus

Dear Team,

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. Our success as a global organization is a direct result of the commitment shown by every one of you across all our regions.

In recognition of your contributions, I am pleased to announce that the company will be providing a holiday bonus to all eligible employees. This bonus is a token of our appreciation for your resilience and excellence throughout this year.

Bonus Details:

- **Amount:** [Insert Amount or Formula, e.g., 5% of annual base salary]
- **Payment Date:** [Insert Date]
- **Method:** The bonus will be included in your regular payroll deposit, adjusted for your local currency and applicable taxes.

If you have any specific questions regarding the payout in your region, please reach out to your local HR representative or the payroll department.

Thank you for everything you do to make [Company Name] successful. I wish you and your loved ones a joyful holiday season and a prosperous New Year.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]