

[Date]

[Employee Name]

[Employee ID/Department]

Dear [Employee Name],

In recognition of your hard work and dedication throughout this year, [Company Name] is pleased to award you a discretionary holiday bonus in the amount of \$[Amount].

This bonus is a token of our appreciation for your contributions to our success. We value your commitment to the team and are grateful to have you with us.

The bonus will be included in your [Date] paycheck, subject to applicable tax withholdings.

Thank you for your continued efforts. We wish you and your family a wonderful holiday season and a happy New Year.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]