[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Perfect Attendance Bonus

Dear [Employee Name],

Congratulations. This letter is to formally notify you that you have achieved perfect attendance for the period of [Start Date] to [End Date].

As outlined in our company policy, employees who maintain perfect attendance during this timeframe are eligible for a non-discretionary bonus. Based on your records, you have met all the necessary requirements.

You will receive a bonus payment in the amount of $[Amount]. This payment will be included in your paycheck on [Pay Date]. Please note that this amount is subject to applicable supplemental tax withholdings.

Thank you for your consistent reliability and dedication to your role. Your commitment helps our team remain productive and successful.

Sincerely,

[Your Name]
[Your Title]
[Company Name]