[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Workplace Safety Goal Achievement Bonus

Dear [Employee Name],

We are pleased to announce that our team has successfully met the safety goals established for the period of [Start Date] to [End Date]. Specifically, we achieved [mention goal, e.g., zero lost-time accidents / 200 days without injury].

Safety is a core value of our company, and your commitment to maintaining a secure work environment has made this achievement possible. As a token of our appreciation for your adherence to safety protocols and your contribution to this milestone, you have been awarded a safety bonus of $[Amount].

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

Thank you for your hard work and for keeping yourself and your colleagues safe. Let's continue to make safety our top priority.

Sincerely,

[Manager Name]
[Title]
[Company Name]