

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Recognition of Safety Milestone and Bonus Award**

Dear [Employee Name],

We are proud to announce that our team has officially reached a significant safety milestone: **[Number] days/hours** without a lost-time accident.

Safety is a core value of our company, and achieving this goal is a direct result of your personal commitment to following safety protocols, identifying hazards, and looking out for your colleagues. Your dedication ensures that every member of our team returns home safely each day.

In appreciation of your contribution to this achievement, we are pleased to award you a safety bonus of **[\$Amount]**. This bonus will be included in your paycheck on **[Date]**.

While we celebrate this success, we encourage you to remain vigilant. Let's continue to prioritize safety as we work toward our next milestone.

Thank you for your hard work and for making [Company Name] a safer place to work.

Sincerely,

[Signature]

[Name of Manager/Executive]

[Title]

[Company Name]