

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to congratulate you on reaching an outstanding client retention milestone. Your commitment to maintaining and strengthening our relationships with [Client Name/Group] has been instrumental to our recent success.

Recognizing the importance of client loyalty and the hard work required to sustain it, we are pleased to award you a one-time milestone bonus of \$[Amount]. This bonus will be included in your next paycheck on [Pay Date].

Your ability to provide exceptional service and build long-term trust is a vital asset to our team. We truly value your dedication and look forward to your continued contributions to the firm.

Thank you for your excellence and hard work.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]