

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Workplace Safety Bonus Award

Dear [Employee Name],

We are pleased to inform you that you have been awarded a Safety Bonus in the amount of \$[Amount].

This award is in recognition of your outstanding commitment to maintaining a safe work environment during [Time Period]. Your dedication to following safety protocols, reporting potential hazards, and promoting a culture of safety among your colleagues has not gone unnoticed.

At [Company Name], the health and well-being of our employees is our top priority. Your proactive approach helps ensure that every member of our team returns home safely each day.

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

Thank you for your hard work and for keeping our workplace safe. Keep up the excellent work.

Sincerely,

[Name]
[Title]
[Company Name]