

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Recognition for Workplace Safety Excellence

Dear [Employee Name],

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

This bonus is in recognition of your outstanding commitment to maintaining a safe work environment. Your adherence to safety protocols, proactive approach to hazard identification, and dedication to the well-being of your colleagues have not gone unnoticed.

By prioritizing safety, you contribute significantly to the overall success and culture of our company. We appreciate your hard work and your efforts in keeping our workplace accident-free.

The bonus will be included in your [Month/Date] paycheck. Thank you for your continued excellence.

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

[Company Name]