

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Safety Performance Bonus

Dear [Employee Name],

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

This bonus is a recognition of your commitment to maintaining a safe work environment throughout the past year. By following all safety protocols, reporting hazards, and contributing to our accident-free initiatives, you have helped ensure the well-being of our entire team.

The payment will be included in your paycheck dated [Date]. Please note that this amount is subject to applicable tax withholdings.

Thank you for your dedication to excellence and for making safety a top priority. We look forward to your continued contributions in the coming year.

Sincerely,

[Manager Name]

[Title]

[Company Name]