

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of 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] for the period of [Date Range].

This bonus is in recognition of your commitment to maintaining a safe work environment and your adherence to all workplace safety protocols. Your efforts have directly contributed to our goal of achieving an accident-free workplace.

The bonus will be included in your next paycheck dated [Pay Date], subject to applicable tax withholdings.

Thank you for your hard work and for prioritizing the health and safety of yourself and your colleagues.

Sincerely,

[Your Name]

[Your Title]

[Human Resources Department]