

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Zero Incident Safety Bonus

Dear [Employee Name],

We are pleased to inform you that you have earned a Safety Bonus for the period of [Start Date] to [End Date]. This bonus is awarded in recognition of your commitment to maintaining a workplace free of accidents, injuries, and safety violations.

Because our team achieved a record of zero incidents during this period, you will receive a bonus payment of [Amount]. This amount will be included in your paycheck on [Payout Date].

Safety is a core value at [Company Name]. Your diligence in following safety protocols and looking out for your colleagues ensures that everyone returns home safely every day. We appreciate your hard work and your focus on maintaining a secure environment.

Keep up the excellent work and stay safe.

Best regards,

[Signature]

[Manager Name]

[Title]