

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Department: [Department Name]

Subject: Letter of Commendation and Safety Bonus

Dear [Employee Name],

I am writing to formally commend you for your outstanding commitment to workplace safety during the [Quarter/Year] period. Your adherence to safety protocols and your proactive approach to maintaining a hazard-free environment have not gone unnoticed.

Specifically, we would like to recognize your efforts in [mention specific safety achievement, e.g., reaching 500 days without an accident / identifying a critical safety risk]. Your dedication plays a vital role in ensuring the well-being of your colleagues and the overall success of our operations.

In recognition of your exemplary performance, the company is pleased to award you a safety bonus in the amount of **[\$Amount]**. This bonus will be included in your next paycheck on [Date].

Thank you for making safety a top priority. We are proud to have you on our team and encourage you to continue your excellent work.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]