

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Quarterly Workplace Safety Incentive Bonus

Dear [Employee Name],

We are pleased to inform you that you have qualified for the Workplace Safety Incentive Bonus for the [First/Second/Third/Fourth] quarter of [Year].

This bonus is awarded in recognition of your commitment to maintaining a safe work environment and your adherence to all safety protocols during this period. Your efforts contribute directly to the well-being of our entire team and the success of our operations.

The bonus details are as follows:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]
- **Performance Period:** [Start Date] to [End Date]

Thank you for your hard work and for making safety a top priority. Let's continue to work together to maintain an accident-free workplace.

Sincerely,

[Name of Manager/Supervisor]
[Title]
[Company Name]