

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Workplace Safety Bonus Approval

Dear [Employee Name],

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

This bonus is in recognition of your commitment to maintaining a safe working environment and your strict adherence to our company safety protocols during the period of [Performance Period]. Your proactive approach to identifying hazards and following safety guidelines contributes significantly to the well-being of our entire team.

The bonus will be included in your next paycheck scheduled for [Payment Date], subject to applicable tax withholdings.

Thank you for your hard work and for making safety a priority every day. We appreciate your continued dedication to excellence.

Sincerely,

[Manager Name]

[Title]

[Company Name]