

[Date]

[Employee Name]

[Employee ID]

[Department/Plant Section]

**Subject: Notification of Plant Operations Safety Bonus Award**

Dear [Employee Name],

On behalf of the management team at [Company Name], I am pleased to inform you that you have been awarded a Safety Bonus in the amount of \$[Amount] for the period of [Quarter/Year].

This award is in recognition of your commitment to maintaining a safe working environment within our plant operations. Specifically, this bonus reflects your achievement in the following areas:

- Adherence to all safety protocols and PPE requirements.
- Active participation in safety meetings and training sessions.
- Zero lost-time incidents during the performance period.
- Proactive reporting of potential hazards and "near-miss" events.

Safety is the foundation of our operational success. Your diligence not only protects your well-being but also ensures the safety of your colleagues and the efficiency of our facility.

The bonus will be included in your next paycheck dated [Date]. Please note that this amount is subject to applicable tax withholdings.

Thank you for your hard work and for making safety a top priority every day. Keep up the excellent work.

Sincerely,

[Signature]

[Name of Plant Manager/Safety Director]

[Title]