

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Department: [Department Name]

Subject: Notification of Departmental Safety Goal Bonus

Dear [Employee Name],

We are pleased to inform you that our department has successfully met the safety goals established for the period of [Start Date] to [End Date]. Due to the collective effort in maintaining a safe work environment and achieving [Specific Goal, e.g., zero lost-time incidents], you have earned a safety bonus.

Bonus Details:

- **Bonus Amount:** \$[Amount]
- **Payment Date:** [Date]
- **Distribution Method:** [e.g., Included in regular paycheck / Separate check]

Safety is a core value of our organization. Your commitment to following safety protocols and looking out for your colleagues is what makes these results possible. We appreciate your continued diligence in keeping our workplace hazard-free.

Congratulations on this achievement and thank you for your hard work.

Sincerely,

[Manager Name]

[Title]

[Company Name]