

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Occupational Health and Safety (OHS) Performance Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a safety bonus in the amount of [Insert Amount] for the period of [Insert Time Period].

This bonus is a recognition of your commitment to maintaining a safe work environment. Specifically, we would like to commend you for:

- Maintaining zero workplace incidents or injuries.
- Strict adherence to all safety protocols and PPE requirements.
- Active participation in safety training and inspections.
- Proactively identifying and reporting potential hazards.

The payment will be included in your next paycheck dated [Insert Pay Date], subject to standard tax withholdings.

Thank you for your dedication to keeping yourself and your colleagues safe. Your efforts are essential to the success and well-being of our company.

Best regards,

[Sender Name]

[Sender Title]

[Company Name]