

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Recognition of Annual Perfect Attendance

Dear [Employee Name],

We are pleased to inform you that you have achieved perfect attendance for the [Year] fiscal year. This means you have had zero unexcused absences and have maintained full attendance throughout the entire year.

Consistency and reliability are core values of our company, and your dedication sets a high standard for the entire team. To show our appreciation for your commitment, you have been awarded a perfect attendance bonus in the amount of \$[Amount].

This bonus will be included in your next paycheck on [Pay Date].

Thank you for your hard work and for being a dependable member of [Company Name]. We look forward to your continued success with us.

Sincerely,

[Manager Name]

[Title]

[Company Name]