

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]

Subject: Recognition of Perfect Attendance - [Insert Month, Year]

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have achieved perfect attendance for the month of [Insert Month].

Consistency and reliability are core values of our company, and your commitment to being present and on time every day significantly contributes to our team's success. As a token of our appreciation, you have been awarded a Perfect Attendance Bonus of \$[Insert Amount].

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

Thank you for your hard work and dedication. We are proud to have you on our team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]