

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Quarterly Perfect Attendance Bonus

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have achieved perfect attendance for the [Q1, Q2, Q3, Q4] quarter of [Year].

Your reliability and commitment to your role are greatly appreciated. Consistent attendance is vital to our team's success and the overall productivity of the company.

In recognition of your dedication, you have been awarded a bonus 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 our team. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]