

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Year-End Perfect Attendance Bonus

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have achieved perfect attendance for the year [Year].

Your commitment to showing up every day and your dedication to your role have been vital to our team's success. As a token of our appreciation for your reliability and hard work, you have been awarded a bonus of \$[Amount].

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

Thank you for your outstanding contribution to [Company Name]. We look forward to another successful year ahead.

Sincerely,

[Your Name]

[Your Title]

[Company Name]