

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Recognition of Perfect Attendance - Peak Season [Year]

Dear [Employee Name],

We are writing to express our sincere appreciation for your dedication during our recent peak season, which ran from [Start Date] to [End Date].

Because you maintained perfect attendance throughout this high-demand period, you have earned a Perfect Attendance Bonus in the amount of \$[Amount]. This bonus will be included in your paycheck on [Pay Date].

Your commitment and reliability were essential to our team's success during this busy time. Thank you for your hard work and for being a dependable member of the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]