

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Holiday Period Perfect Attendance Bonus

Dear [Employee Name],

Congratulations! We are pleased to inform you that you have earned a Perfect Attendance Bonus for the recent holiday period, covering [Start Date] through [End Date].

We understand that the holiday season is a busy and demanding time. Your commitment to showing up for every scheduled shift has played a vital role in our team's success and helped us maintain high service levels for our customers.

As a token of our appreciation, you will receive a bonus of \$[Amount]. This amount will be included in your next paycheck on [Pay Date].

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

Happy Holidays!

Best regards,

[Manager Name]

[Title]

[Company Name]