

[Date]

[Employee Name]

[Employee ID]

[Department/Shift]

Subject: Recognition of Perfect Attendance

Dear [Employee Name],

We are pleased to inform you that you have achieved perfect attendance for the period of [Start Date] to [End Date]. During this time, you completed all assigned shifts without any unscheduled absences or tardiness.

Consistency and reliability are vital to the success of our operations, especially within our shift schedules. Your commitment to being present and on time every day has made a significant positive impact on your team and the company's overall productivity.

As a token of our appreciation, you have been awarded a Perfect Attendance Bonus of \$[Amount]. This bonus will be included in your next paycheck on [Pay Date].

Thank you for your hard work and for setting an excellent example for your colleagues. We are proud to have you on our team.

Sincerely,

[Manager Name]

[Title]

[Company Name]