

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Perfect Attendance Bonus

Dear [Employee Name],

We are pleased to inform you that you have achieved perfect attendance for the period of [Start Date] to [End Date].

To recognize your commitment and reliability as a part-time member of our team, you have been awarded a bonus of \$[Amount]. This bonus will be included in your next paycheck on [Pay Date].

Consistent attendance is vital to our operations, and we truly appreciate the effort you make to be here for every scheduled shift. Thank you for your hard work and dedication.

Sincerely,

[Manager Name]

[Title]

[Company Name]