

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department Name]

Subject: Recognition of Perfect Attendance and Bonus Award

Dear [Employee Name],

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

Reliability and consistency are vital to the success of the [Insert Department Name] department. Your commitment to being present and punctual every day has significantly contributed to our team's productivity and overall goals.

In recognition of this accomplishment, you have been awarded a perfect attendance bonus of \$[Insert Amount]. This bonus will be included in your paycheck on [Insert Pay Date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]