

[Date]

[Worker Name]

[Worker Address]

[City, State, Zip Code]

Subject: Notification of Perfect Attendance Bonus

Dear [Worker Name],

We are writing to congratulate you on achieving perfect attendance during the contract period of [Start Date] to [End Date].

Your reliability and commitment to your schedule have been exemplary. In recognition of your consistent presence and dedication, we are pleased to award you a perfect attendance bonus in the amount of \$[Amount].

This bonus will be included in your next payment scheduled for [Date].

Thank you for your hard work and for being a dependable member of our team. We appreciate your continued contributions to [Company Name].

Best regards,

[Sender Name]

[Sender Title]

[Company Name]