

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Recognition of Perfect Attendance and Bonus Award

Dear [Employee Name],

We are writing to officially recognize your outstanding reliability and commitment to your role. We are pleased to announce that you have achieved perfect attendance for the period of [Start Date] to [End Date].

Maintaining a consistent presence while working remotely is a testament to your professionalism and dedication to the team. Your reliability ensures that our operations run smoothly and helps us meet our collective goals without interruption.

As a token of our appreciation, you have been awarded a Perfect Attendance Bonus in the amount 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 the entire remote team. We are proud to have you with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]