

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Completion of Probation and Perfect Attendance Bonus

Dear [Employee Name],

Congratulations on successfully completing your probationary period at [Company Name], effective [Date]. We are pleased to officially confirm your transition to regular full-time status.

In recognition of your commitment during this period, we are delighted to award you a Perfect Attendance Bonus of \$[Amount]. This bonus is granted for maintaining 100% attendance with no unscheduled absences or tardiness during your first [Number] months of employment.

The bonus will be included in your next paycheck dated [Pay Date], subject to applicable taxes and withholdings.

Thank you for your hard work and reliability. We look forward to your continued contributions to the team.

Sincerely,

[Manager Name]

[Title]

[Company Name]