

[Date]

[Employee Name]

[Remote Location/Home Address]

Dear [Employee Name],

As we conclude the year, I would like to personally thank you for your hard work and dedication to [Company Name]. Despite the physical distance of a remote environment, your contributions have been vital to our team's success and overall growth.

In recognition of your exceptional performance and commitment over the past twelve months, I am pleased to inform you that you have been awarded a year-end merit bonus of **[\$Amount]**.

This bonus will be included in your next paycheck on [Pay Date].

We truly value your presence on our remote team. Your ability to maintain high standards and stay connected from afar does not go unnoticed. We look forward to achieving even greater milestones together in the coming year.

Congratulations and thank you for a great year.

Best regards,

[Manager Signature]

[Manager Name]

[Job Title]

[Company Name]