[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Congratulations on reaching your one-year anniversary with [Company Name]! We are delighted to celebrate this milestone with you.

Over the past year, your contributions and commitment have been a valuable asset to our team. In recognition of your hard work and dedication, we are pleased to award you a one-year anniversary bonus of $[Amount].

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

Thank you for a great first year. We look forward to your continued success and growth with the company in the years to come.

Best regards,

[Your Name]
[Your Title]
[Company Name]