[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Annual Service Bonus Award

Dear [Employee Name],

On behalf of [Company Name], I would like to thank you for your continued dedication and hard work over the past year.

In recognition of your commitment and performance during this service period, we are pleased to award you an Annual Service Bonus in the amount of $[Amount].

This bonus will be included in your paycheck on [Date]. Please note that this amount is subject to applicable tax withholdings.

Your contributions are vital to our success, and we are proud to have you as part of our team. We look forward to achieving more milestones together in the coming year.

Congratulations on this well-deserved award.

Sincerely,

[Signature]
[Sender Name]
[Job Title]