

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Customer Service Excellence Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus of \$[Amount] in recognition of your outstanding customer service efforts during [Time Period].

This bonus is a direct result of your commitment to providing exceptional support to our clients. Specifically, we would like to highlight [mention a specific achievement, high CSAT score, or positive feedback]. Your professionalism and dedication reflect the core values of [Company Name].

The bonus will be included in your next paycheck on [Pay Date], subject to standard tax withholdings.

Thank you for your hard work and for going above and beyond for our customers. We are proud to have you on our team.

Best regards,

[Your Name]

[Your Title]

[Company Name]