

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Customer Service Excellence Bonus

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded an Annual Customer Service Excellence Bonus in the amount of \$[Amount].

This bonus is a direct reflection of your outstanding performance and dedication to our clients over the past year. Your commitment to resolving issues efficiently, maintaining a positive attitude, and consistently exceeding customer expectations has significantly contributed to our team's success.

We truly value the high standard of service you provide and the professional manner in which you represent [Company Name].

The bonus will be included in your [Month] paycheck, subject to applicable tax withholdings. Thank you for your continued hard work and excellence.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]