

Date: [Insert Date]

To: [Insert Team Name / Department]

Subject: Recognition of Customer Service Excellence

Dear Team,

I am pleased to inform you that the [Insert Team Name] has been awarded a Team Customer Service Excellence Bonus.

This bonus is in recognition of your outstanding performance during [Insert Period, e.g., Q3]. Your collective dedication to providing exceptional support and maintaining high customer satisfaction ratings has directly contributed to our company's success.

Each eligible team member will receive a bonus of [Insert Amount/Percentage], which will be included in the [Insert Date] payroll cycle.

Thank you for your hard work and for consistently putting our customers first. Keep up the excellent work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]