

Subject: Recognition of Customer Service Excellence - Performance Bonus

Dear [Employee Name],

It is with great pleasure that we inform you that you have been selected to receive a Customer Service Excellence Bonus in the amount of [Amount].

This award is in recognition of your outstanding performance during [Time Period]. Your dedication to providing exceptional support and your consistently high customer satisfaction ratings have not gone unnoticed. You have set a remarkable example for the team through your professionalism, empathy, and problem-solving skills.

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

Thank you for your hard work and for being a vital part of our success. We are proud to have you on our team.

Best regards,

[Manager Name]

[Job Title]

[Company Name]