

Date: [Insert Date]

To: [Employee Name]

Role: [Job Title]

Subject: Year-End Customer Service Excellence Bonus

Dear [Employee Name],

As we approach the end of [Year], I would like to take a moment to thank you for your hard work and dedication to our customers. Your commitment to providing high-quality service has played a vital role in our success this year.

In recognition of your outstanding performance and your contribution to our customer service goals, I am pleased to inform you that you have been awarded a year-end bonus of \$[Amount].

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

We truly value your presence on the team and look forward to another successful year together. Thank you for your continued excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]