

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Client Retention & Customer Service Excellence Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time performance bonus of \$[Amount] in recognition of your outstanding dedication to client retention and customer service excellence during [Period/Quarter].

Your commitment to maintaining strong relationships with our key clients and your ability to consistently provide high-quality support has directly contributed to our company's stability and growth. Specifically, your work with [Optional: Project Name or Client Name] was exemplary.

This bonus will be included in your next paycheck on [Pay Date], subject to standard tax withholdings. This award is a token of our appreciation for your hard work and the positive impact you have on our team.

Thank you for your continued excellence and for being a valued member of [Company Name].

Sincerely,

[Manager Name]

[Title]

[Company Name]