

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Customer Service Excellence Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a performance bonus of \$[Amount] in recognition of the outstanding customer feedback you recently received.

Specifically, we would like to highlight the praise regarding:

[Mention specific project, ticket number, or customer comment here]

Your commitment to providing exceptional service and your ability to represent our company values have not gone unnoticed. Positive feedback of this caliber directly contributes to our success and strengthens our reputation with our clients.

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

Thank you for your hard work and dedication. We are proud to have you on our team and look forward to your continued success.

Sincerely,

[Manager Name]

[Title]

[Company Name]