

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded a Customer Service Excellence Bonus in the amount of [Bonus Amount].

This bonus is in recognition of your outstanding performance and dedication to our clients. Specifically, we would like to highlight your recent milestone regarding [specific achievement, e.g., reaching 500 five-star reviews / resolving a complex long-term account issue].

Your ability to represent [Company Name] with professionalism, empathy, and efficiency sets a high standard for the entire team. Exceptional customer service is a pillar of our success, and your contributions are truly valued.

The bonus will be included in your [Month/Date] paycheck, subject to applicable tax withholdings.

Thank you for your hard work and continued commitment to excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]