[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

Subject: Waste Reduction and Savings Bonus

We are pleased to inform you that you have been awarded a one-time bonus of $[Amount] in recognition of your outstanding contribution to our waste reduction initiatives.

Through your efforts in [Specific Project or Action], our department has successfully decreased material waste by [Percentage/Amount], resulting in a significant cost saving for the company. Your commitment to operational efficiency and sustainability sets a positive example for the entire team.

This bonus will be included in your next paycheck on [Date]. Please note that this amount is subject to standard tax withholdings.

Thank you for your hard work and for helping us build a more sustainable and cost-effective workplace. We look forward to your continued success.

Sincerely,

[Sender Name]
[Title]
[Company Name]