

# Holiday Bonus Announcement

Dear [Contract Staff Name],

We are pleased to announce that as a token of appreciation for your hard work and dedication, we will be awarding a holiday bonus of [amount] to all our contract staff. This bonus will be included in your upcoming paycheck, scheduled for [payment date].

Your contributions have been invaluable to our team's success, and we want to express our gratitude for your commitment throughout the year.

Wishing you and your loved ones a joyous holiday season!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]