

Holiday Bonus Announcement

Dear Team,

As we approach the festive season, I would like to take a moment to express my sincere gratitude for your hard work and dedication throughout the year.

We are pleased to announce that each employee will receive a holiday bonus as a token of appreciation for your outstanding contributions. The bonus will be included in your upcoming paycheck, which will be issued on [insert date].

Thank you once again for your commitment to excellence. Wishing you and your loved ones a joyful holiday season!

Best regards,
[Your Name]
[Your Position]