

# Holiday Bonus Announcement

Dear [Employee's Name],

As the holiday season approaches, we would like to take a moment to express our gratitude for your dedication and service to [Company Name]. Your contributions over the years have been invaluable, and we truly appreciate your commitment.

This year, we are pleased to announce a holiday bonus for our long-service employees. We are thrilled to present you with a bonus of [amount] as a token of our appreciation for your hard work and loyalty.

The bonus will be included in your paycheck on [payment date]. We hope that it brings a little extra joy to your holiday celebrations.

Thank you once again for your outstanding service. We wish you and your family a wonderful holiday season and a prosperous New Year!

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