

Holiday Bonus Announcement

Dear [Employee's Name],

We are excited to announce that as a token of our appreciation for your hard work and dedication, all new hires will be receiving a holiday bonus this year.

This bonus will be included in your upcoming paycheck and reflects our gratitude for the contributions you have made since joining our team.

We hope this holiday bonus will add some extra joy to your celebrations. Thank you for being a part of our organization and we look forward to a successful year ahead together.

Wishing you a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]