

Holiday Bonus Announcement

Dear [Staff/Team/Employee Name],

As we approach the end of the year, we would like to take a moment to express our gratitude for your hard work and dedication to [Organization Name]. Your efforts have been vital in helping us achieve our mission and make a difference in the community.

We are pleased to announce that this year, we will be providing a holiday bonus to all eligible employees. This bonus serves as a token of our appreciation for your commitment and contributions throughout the year.

The holiday bonus will be distributed on [date]. We hope this small gesture brings you joy and allows you to enjoy the holiday season with your loved ones.

Thank you for your ongoing support and dedication. Wishing you and your families a wonderful holiday season!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]