

Holiday Bonus Announcement

Dear [Employee's Name],

As we approach the holiday season, we would like to take this opportunity to express our gratitude for your hard work and dedication throughout the year.

We are pleased to announce that all part-time employees will receive a holiday bonus of [amount] as a token of our appreciation. This bonus will be included in your paycheck on [payment date].

Thank you for being a valuable part of our team. We wish you and your loved ones a joyful holiday season.

Sincerely,

[Your Name]

[Your Position]

[Company Name]