

Holiday Bonus Announcement

Dear Team,

As we approach the holiday season, we want to take a moment to express our gratitude for all your hard work and dedication throughout the year. Your efforts have played a significant role in our success.

We are pleased to announce that each of you will receive a holiday bonus as a token of our appreciation. This bonus will be reflected in your upcoming paycheck.

We recognize that remote work can present unique challenges, and your commitment has not gone unnoticed. We hope this bonus brings some joy and relief during this festive season.

Thank you once again for your outstanding contributions. We wish you and your loved ones a happy and healthy holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]