

Holiday Bonus Announcement

Dear Team Leaders,

As the holiday season approaches, we would like to express our gratitude for your hard work and dedication throughout the year. We are pleased to announce that all team members will receive a holiday bonus to recognize their contributions.

The bonus amounts will be based on individual performance and team achievements. This is our way of saying thank you for your commitment to excellence and teamwork.

Details regarding the bonus distribution will be communicated by the end of the month. We encourage you to share this news with your teams and inspire them to continue their great work.

Wishing you and your families a joyful holiday season!

Sincerely,

[Your Name]

[Your Title]

[Company Name]