

# Transportation Service Merit Bonus Distribution

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you that as part of our ongoing commitment to recognize and reward outstanding performance within our transportation service team, we are distributing merit bonuses for this quarter.

Your dedication, hard work, and professionalism have significantly contributed to our success, and for that, we want to extend our sincere gratitude.

As a token of our appreciation, you will receive a merit bonus of [Insert Amount] in your upcoming paycheck. We believe this bonus reflects your exceptional contributions to our organization.

Thank you for your continued commitment to excellence in our transportation services. We look forward to seeing your continued success and contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]