

Quarterly Bonus Announcement

Dear Team,

We are pleased to announce the quarterly bonus for our outstanding transportation service team members. Your hard work and dedication over the past quarter have not gone unnoticed, and we are excited to reward your efforts.

The details of the bonus are as follows:

- **Eligibility:** All full-time employees in the transportation department
- **Bonus Amount:** \$500
- **Distribution Date:** October 15, 2023

Thank you for your commitment to excellence and for making our transportation services successful. We look forward to continuing this momentum in the upcoming quarter.

Best regards,

[Your Name]

[Your Position]

[Company Name]