

Holiday Bonus Appreciation

Dear [Employee Name],

As we approach the festive season, I wanted to take a moment to express my heartfelt appreciation for your hard work and dedication throughout the year. Your commitment to excellence has significantly contributed to our team's success.

In recognition of your outstanding performance, I am pleased to inform you that you will be receiving a bonus this holiday season. This is not only a reward for your current contributions but also a token of our appreciation for your continued loyalty and effort.

Thank you for being such a vital part of our organization. We hope this bonus brings you joy and allows you to celebrate the season with your loved ones.

Wishing you and your family a wonderful festive season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]