

Dear Team,

As the festive season approaches, we would like to take this opportunity to express our heartfelt gratitude for your hard work and dedication throughout the year.

We are pleased to announce that this year, we will be awarding a festive bonus to all team members. This bonus is a token of our appreciation for your exceptional contributions and commitment to the team.

The festive bonus will be distributed with your next paycheck, and we hope that it brings you joy during this holiday season.

Thank you once again for everything you do. Wishing you and your loved ones a joyous and prosperous festive season!

Best regards,

[Your Name]

[Your Position]

[Company Name]