

Holiday Bonus Distribution Notification

Dear [Employee's Name],

As we approach the holiday season, we would like to take a moment to express our gratitude for your hard work and dedication throughout the year.

We are pleased to inform you that you will be receiving a holiday bonus of [amount] as a token of appreciation for your contributions to [Company Name]. This bonus will be included in your paycheck on [pay date].

Thank you once again for your commitment and efforts. We wish you and your loved ones a joyous holiday season!

Warm regards,

[Your Name]

[Your Position]

[Company Name]