

Holiday Incentive Distribution

Dear [Employee's Name],

As we approach the holiday season, we are pleased to announce the distribution of our Holiday Incentive for this year. This initiative is a way for us to express our gratitude for your hard work and dedication throughout the year.

Your commitment to our success has not gone unnoticed, and we are excited to reward you with a [describe the incentive, e.g., bonus amount, gift, etc.]. This incentive will be distributed on [date] and will be reflected in your upcoming paycheck.

We hope that this gesture will bring some joy and assist you in enjoying this festive season with your loved ones.

Thank you once again for your valuable contributions to the team. We wish you and your family a happy and peaceful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]