

Celebrate the Season: Holiday Rewards Announcement

Dear Team,

As the holiday season approaches, we want to take a moment to express our heartfelt gratitude for your hard work and dedication throughout the year. To show our appreciation, we are excited to announce a special holiday reward for all employees!

This year, each employee will receive:

- A bonus of \$500
- Two additional paid vacation days
- A gift card for a local restaurant of your choice

These rewards will be distributed in your next paycheck, and the additional vacation days can be scheduled at your convenience. We hope these benefits help you enjoy this festive season with your loved ones.

Thank you once again for being an integral part of our team. Wishing you and your families a joyful holiday season!

Warm regards,

[Your Name]

[Your Title]

[Company Name]