

Seasonal Bonus Distribution Announcement

Dear Team,

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

In recognition of your contributions, we are pleased to announce the distribution of a seasonal bonus. This bonus is a token of our appreciation for your efforts and commitment to our team and our goals.

The bonus will be distributed on **[insert date]** and will be reflected in your upcoming paycheck. We hope this bonus serves as a reminder of how valuable you are to our organization.

Thank you once again for your unwavering support and excellence. We look forward to another successful year ahead together.

Best regards,

[Your Name]
[Your Position]
[Company Name]