

Winter Bonus Announcement

Dear Team,

As we approach the end of the year, we are excited to share details about our winter bonus program. This is a token of our appreciation for your hard work and dedication throughout the year.

Bonus Details:

- **Eligibility:** All full-time employees who have completed at least six months with the company.
- **Bonus Amount:** Each eligible employee will receive a bonus equivalent to 10% of their annual salary.
- **Payment Date:** Bonuses will be distributed on December 15, 2023.

We hope this bonus will help you enjoy the holiday season with your loved ones. Thank you for your continuous hard work and commitment to excellence.

Warm regards,

The Management Team