

Year-End Bonus Allocation

Date: [Insert Date]

To: [Staff Member's Name]

Dear [Staff Member's Name],

As we approach the end of the year, we would like to take this opportunity to express our appreciation for your hard work and dedication throughout [Year]. Your contributions have played a significant role in our success and growth.

We are pleased to announce that you will be receiving a year-end bonus of [Insert Amount] in recognition of your outstanding performance and commitment to our team. This bonus will be included in your [Next Pay Period's] paycheck.

Thank you once again for your exceptional efforts. We look forward to achieving more together in the upcoming year.

Best regards,

[Your Name]

[Your Position]

[Company Name]