

End-of-Year Bonus Notification

Dear [Employee's Name],

We are pleased to inform you that, as a token of appreciation for your hard work and dedication, you will be receiving an end-of-year bonus for the year [Year].

Your bonus amount will be [Bonus Amount], and it will be included in your next paycheck, which will be issued on [Pay Date].

As we reflect on the past year, we want to express our gratitude for your contributions to the team. Your efforts have greatly supported our success, and we look forward to achieving even more together in the coming year.

Thank you for your commitment and hard work.

Best regards,

[Your Name]

[Your Position]

[Company Name]