

Gratitude Bonus Letter

Date: [Insert Date]

Dear [Employee's Name],

We would like to take this opportunity to express our heartfelt gratitude for your unwavering dedication and hard work. Your commitment to excellence has not gone unnoticed, and it has greatly contributed to the success of our team and organization.

As a token of our appreciation, we are pleased to award you a gratitude bonus of [insert amount] which will be included in your upcoming paycheck. We hope this gesture conveys how much we value your contributions.

Thank you once again for your exceptional performance and dedication. We look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]