

# Holiday Season Bonus Update

Dear Team,

As we approach the holiday season, we want to take a moment to express our gratitude for your hard work and dedication throughout this year. Your contributions have been invaluable to our success.

We are pleased to announce that this year, all eligible staff members will receive a holiday bonus. This bonus serves as a token of our appreciation for your efforts and commitment.

The details of the bonus are as follows:

- **Eligibility:** All full-time employees who have been with us for at least six months.
- **Bonus Amount:** [Insert amount or percentage here]
- **Payment Date:** Bonuses will be distributed on [Insert date here].

We hope this bonus brings you joy during the holiday season. Thank you once again for your hard work and dedication. Wishing you and your loved ones a wonderful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]