

Annual Appreciation Bonus Notification

Dear [Employee's Name],

We are pleased to inform you that you have been awarded an annual appreciation bonus for your outstanding performance and dedication to [Company Name] over the past year.

Your bonus amount will be [Bonus Amount], which will be reflected in your upcoming payroll. This is a token of our gratitude for your hard work and commitment to excellence.

Thank you for being a valuable member of our team. We look forward to your continued contributions and success in the coming year.

Best regards,

[Your Name]

[Your Position]

[Company Name]