

Holiday Bonus Announcement

Dear Team,

We are pleased to announce that as a token of appreciation for your hard work and dedication throughout the year, a holiday bonus will be distributed to all eligible employees.

The details of the holiday bonus are as follows:

- **Bonus Amount:** \$1,000
- **Eligibility:** Employees who have completed at least six months of service
- **Distribution Date:** December 15, 2023

We hope this bonus helps to make your holiday season a little brighter. Thank you for your ongoing commitment and contributions to our team.

Wishing you and your families a joyful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]