Christmas Bonus Letter to Employee from Employer

December 15, 2019

Name of Company Formal Address Contact

Subject - Christmas Bonus Announcement

Dear Ren,

We take the utmost pleasure in announcing that we are going to provide you and our other employees a Christmas bonus. This is the perfect opportunity to wish the noble festival of joy and holidays. We wish to make it special enough for our employees by providing them the best possible amount of the employee's bonus.

This is just a small token of appreciation from us for their noble work and loyalty to the company. We, therefore, wish you the very best and blessing season of holidays and festivals. Kindly consider meeting HR at the office to accept your Christmas bonus.

Thanks & regards