

Annual Holidays Bonus Letter

December 10, 2020

Name of Company

Address

Contact

Subject

Dear Arvind

We would like to announce that you have been shortlisted for the annual holidays funding of the company for the year. So, we are offering this opportunity to you on being one of the best performing employees of the year. We value and take care of the recreational regime of our employees from time to time. Keeping the same in our focus we are extending this holidays package from the company that you can avail of as a solo or with your family.

We, therefore, take note that the holidays are necessary for the regular mental hygiene of the employees so that they can stay in the perfect alignment of work and personal life. Kindly meet HR on your next visit to the office for discussing the other details regarding the holiday bonus.

Thanks & regards

[Your Name]

