

Bonus Letter To Employees

From

Kira Grey

Alpha Technologies Limited

Mumbai, India - 7646219

Date - 23rd May 2019

To,

Neha Sharma

86 New Era Apartments

Mumbai

Dear Neha,

We couldn't be more thrilled to inform you that you have made it to the best employees of the year list award of the office. We would like to proceed with our warm congratulations on achieving this feat which is a dream for any diligently working employee. As our token of respect, we would also like to inform you that the company has shortlisted you for the bonus regards consideration to appreciate your ultimate efforts. We see it as nothing but a small token of respect to honor the hard work and the sheer diligence that you have put in for the work.

This bonus is being offered to you and all other employees as per the policy of the company. We would like to request you to kindly meet HR in your next visit to the office to proceed with the formalities. At last, we end the letter with our kind appreciation and on a note that we value the employees who put forth such an incredible display of hard work. We firmly believe that you will continue the same noble work ahead and get on the path of excellence as the sky is the only limit.

Thanks & regards

Kira Grey

Manager

