

Christmas Bonus Letter to Employees

December 5, 2021

Company Name

Address

Contact

Subject - Christmas Bonus Letter

Dear Lina,

We are glad to offer you the annual Christmas bonus in this auspicious month of festival and holidays. The holidays season is around the corner and on this occasion, we take a step closer to be a part of joy to our team. With this bonus letter, we wish them all the good wishes of merry Christmas to have the great timing ahead with their friend & family. We thank all our employees to be the greatest assets of the company with their sheer dedication and diligence. Kindly accept the bonus by meeting HR at the office and discuss the further formalities.

Thanks & regards

