

# Year-End Bonus Letter to Employees

Name of Company:

Address:

Contact:

Date:

Subject:

Dear Karen

We are glad to announce and inform you that the company has decided to offer the year-end bonus to all the working employees of the company. We have shortlisted all our employees who have diligently worked for the company all year long with the best of their efforts. With this bonus allocation, we aim to honor the hard work and the dedication of the employees towards the company. We would like to congratulate you on being part of the employees who are being acknowledged for their hard work. This is a matter of huge applause for the company since we value all our hard-working employees.

We believe in our team just like the part of our family members and with the same belief, we always look forward to rewarding their sheer dedication towards the company. With this note, we would like to extend our warm welcome towards you and invite you to the yearly summit of the company on the mentioned dates.

Thanks & regards

[Your Name]

