

Official letter announcing employee bonuses

Subject: Announcement of Year-End Bonus

Dear Team,

We are pleased to announce that in recognition of your hard work and dedication, the company will be issuing year-end bonuses for all eligible employees. This bonus reflects our appreciation for your contributions over the past fiscal year.

The bonus will be processed along with your December salary and will be visible in your bank accounts by [Date]. We hope this token of appreciation encourages continued excellence and commitment.

Thank you for your ongoing dedication.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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