## Friendly announcement to team members

Hi Team,

Great news! We're excited to announce that everyone's hard work has paid off and we're awarding a bonus for the past quarter. This is a token of appreciation for your dedication and achievements.

The bonus will be reflected in your upcoming paycheck. Thanks for all that you do – let's keep up the fantastic work!

Cheers,

[Manager Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/bonus-or-incentive-announcement