

Casual Email

Hi Team,

Exciting news! We're rolling out a new bonus scheme starting [Start Date]. It's our way of saying thanks for your hard work and dedication.

Check out the details attached and let us know if you have any questions. Can't wait to see everyone reach new milestones!

Best,

[Your Name]

[HR / Management]

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<https://www.lettersandtemplates.com/letters/bonus-scheme-announcement-letter>