

## Heartfelt Letter

Dear Colleagues,

Your dedication and commitment have not gone unnoticed. To acknowledge your contributions, we are introducing a bonus scheme effective from [Start Date].

We hope this gesture reflects our appreciation for all the hard work you put in every day. Details about the scheme, eligibility, and timelines are attached. Thank you for making [Company Name] a great place to work.

Sincerely,

[Your Name]

[HR / Management]

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