DATE: [dd/mm/yyyy]

To

[Recipient Name]  
[Company Name]  
[Address, City, STATE, Zip]

RE: **Letter for Additional Compensation for a Job Well Done**

Greetings everyone! This circular is being published for two important reasons. First of all, the company (Name of the company) would like to congratulate all the employees on the completion of (name of the project). We as a company have yet again proved that when a task is done with all the dedication and effort it can be accomplished no matter the difficulties in the way. It was a daunting task to complete the project before the deadline ends but despite the hardships and the initial problems Mr. (name of the employee) worked relentlessly to finish the responsibility he had taken willingly which deserves appreciation.

Therefore, Mr. (Name of the employee) deserves a round of applause from every member of this company. The Company (name of the company) also thinks that Mr. (name of the employee) should be rewarded for his efforts by the company itself to make it an example for all other employees.

Hence, the Chairman of the company Mr. (name of the chairman) has approved to introduce a culture of rewarding our employees on their exceptional performances to create a better positive work environment. He has graciously permitted for an additional allowance for Mr. (Name of the employee) this month.

Moreover, the official announcement of rewarding the employees on their extraordinary work would be made within this month by the Chairman (Name of the chairman) himself. Further details would be made available soon on the company’s website (Link to the website).

Sincerely,

[Your Name]  
[Designation]

[Signature]