DATE: [dd/mm/yyyy]

To

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

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

Hope you all are doing very well. I would like to congratulate you on the recent achievements of the company specifically (name of accomplishment), (Name of accomplishment) and (name of accomplishment). All 3 of these projects were under the supervision of Mr. (name of the employee). It would not be wrong to state that all these projects were extremely difficult to execute but (name of accomplishment) was specifically a challenge because of the short deadline.

All these projects have resulted in a tremendous amount of increase in the revenue for the company (name of the company). Therefore, the company has decided to extend the gratitude and offer not only an increase in bonus this month but also give Mr. (name of the employee) a week off to rest and enjoy with his family.

Moreover, the company also remembers all the team members who participated in completing the projects on time. This is an official announcement for granting all the team members an extra bonus this month. This bonus reflects the importance of teamwork and how people with different capabilities and intellect when work in harmony, can achieve anything they desire. We hope that you feel rewarded and recognized.

The company (name of the company) wishes everyone else good luck for their projects and would wait for more of the exceptional performance from the other employees of the company. Keep in mind the company is very gracious when it comes to rewarding outstanding efforts and outcomes. Thank you for your time.

Sincerely,

[Your Name]  
[Designation]

[Signature]