[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Bonus Announcement for [X]  
  
Dear Employees,

I am Sen Williams, Senior HR Manager, Lettuces Kinin Group of Companies. I am writing this letter to cherish you all with the announcement of a year-end bonus. Recognizing your services, the company has decided to add 7 percent of your waged salaries as a bonus to all of the employees along with their salaries for the month of December.

This bonus is given in the disguise of motivation, encouragement, and appreciation to them for working hard, focused, and with deliberate competence. This bonus is also given to show gratitude for such great teamwork and meeting high professional ideals.

At the end of the year, with complete recognition, it is seen that the company has achieved all of its goals; in fact, it has succeeded the set goals of the year-end for the sales and customer services.

Federal and provincial taxes will be applied to your bonus salaries. Moreover, it is to inform you that this bonus percentage applies to those who have part of this firm for the past at least ten months. Fresh employees are not eligible for this bonus, but it is expected that they will get some other incentives at this part of the year.

You are advised to receive this special contribution form for the authorization and submit it after filling in the required credentials before 1st December 2020. With impassioned delight and appreciation, I assure you of the continuance of strive for another successful year.

Thank you.

Regards

Sen Williams,  
Senior HRM  
Lettuces Kinin Groups,  
California, USA