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

Date:

Re. Declaring Bonus in the Wake of your Sincere Contributions

Dear Employees,

I am happy while writing this letter to you as it carries the declaration of bonus for all of you at the end of the year. This year the company has completed all the expected projects, in fact, performed much better than the last year. We realize that this success is due to your untiring hard work and struggle. Your commitment to work led us to write this letter.

I congratulate all of you that with this month ending, we have not only achieved all of our goals but have also exceeded the required amount of finance needed in the end. In the recognition of this aforesaid success, we submit the credit of this success of the dedication and struggle by our employees.

To recognize you behind all this, the board of directors has decided to manage 10 percent of your last year’s salary as a bonus which will be given to you along with this month’s salary. The bonus will be provided to those employees only who have been part of this firm since 1st January 2020 or before. To get your bonus, you are advised to fill the bonus form available on the company’s website and submit it to the Assistant HR Manager before 5th December 2020. Non-filling of the required credentials may trouble you in getting the right amount of bonus.

I end my draft with appreciation and pleasure for your struggle and assure you the same pave to success with your cooperation and assistance.

Thank you

Walton Soul  
HR Manager,  
JETL Jean Groups,  
172, 6th Street, GM Road, California, USA