**To**

**[The Recipient Name]  
[Department]**

**Re. Bonus Announcement 202X**

Dear All,

I am [Name], the [designation] from the Company. I am writing to break happy news of a bonus announcement according to the Company's Policies and General Mechanism 2020.

According to the mentioned policy, all the company employees shall be given $[amount] as a one-time bonus this Christmas Eve for the year 202X. The bonus shall be given to all the employees without discriminatory numbers.

The bonus is given to the employees as per the Company's profit percentage. This year-end bonus is an amount to be given as an honorary amount for Christmas. It is traditional for our Company to announce a dividend every year on Christmas Eve.

I want to take this happy moment to wish you all a thrilled Christmas and New Year. I wish you make happy memories, work hard, and stay healthy and robust in the coming year.

The office shall remain closed from [date] to [date], considering Christmas and New Year. Due to heavy snowfall, the Company shall call its employees to work from home on a regular basis from [date] until further notice. Don't hesitate to get in touch with the HR Consultant for further information.

I thank you for your services at [Name of the Company].

Best Regards

[Name]  
[Position]  
[Company & Signature]