**COMPANY BONUS LETTER**

[INSERT COMPLETE DATE]

|  |  |
| --- | --- |
| **Name:** |  |
| **Complete Address:** |  |
| **Zip Code:** |  |
| **Contact Number:** |  |
| **Email Address:** |  |

**Subject: COMPANY BONUS**

Dear [INSERT NAME],

We at [INSERT COMPANY NAME], are always pleased to work with someone who is dedicated and hardworking just like you. We evaluated all the tasks and projects you have handled, and each one of them is truly remarkable. You always do your best in every task appointed to you. That being said, there is indeed no doubt that the company together with the projects, has been given prestigious awards due to your excellent work and for a job well done.

We at [INSERT NAME OF COMPANY], are hoping that you will always be part of this dynamic team next year and for many years to come. As a token of appreciation, please accept the enclosed cheque for an excellent job well done.

We are surely proud to have you as one of our top employees. Continue doing your best, you will always have our support. Keep up the good work!

Yours truly,

[INSERT COMPLETE NAME]

[INSERT JOB TITLE], [INSERT COMPANY NAME]

[INSERT CONTACT NUMBER]

[INSERT BUSINESS EMAIL ADDRESS]

[INSERT COMPANY NAME]

[COMPLETE ADDRESS], [TEL. NO.], [FAX NO.]

[COMPANY WEBSITE ADDRESS]