(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Name of Receiver~~

Bonus

Announcement

Letter

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Address~~

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Date~~

**SUBJECT: BONUS ANNOUNCEMENT LETTER**

**Dear \_\_\_\_\_\_\_\_\_\_\_\_,**

Warm congratulations to you for being eligible for annual bonus as announcement by organization. I highly appreciate you for working hard during the last year (\_\_\_\_\_\_\_\_\_) as final report depicts by (Organization or department) and making it a great success. The last year was an important year for our organization and with your dedication and commitment; we have certainly had a terrific success.

As per the company policy, we offer annual bonus to all our employees who feature in the list as publish by (Final accounts). It is a gesture to show our appreciation towards the hard work you have put in. We, therefore, announce a bonus of 500 $, for you which will reflect in your next pay check.

We again extend a warm thank you for being an inspiring and committed employee. We are certainly fortunate to have you in our company.

**Regards,**

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Name of Sender~~

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Job Title~~

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Department~~

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) ~~Signature~~