

JONES LAW FIRM

A PROFESSIONAL ASSOCIATION

Attorney 1
Attorney 2
Attorney 3
Attorney 4
Attorney 5

Attorneys at Law

website url

E-Mail:

Telephone:
(xxx) xxx-xxxx

Facsimile:
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*ALSO ADMITTED IN ALABAMA

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Dear _____ :

Please accept this bonus as a token of our appreciation of your hard work and dedication to our firm. We value your time and contributions to our firm, which help to make us a success, and we look forward to working with you in the future.

Sincerely,

By: