

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

To: Employees
From: Management
Subject: Employees Ineligible for Christmas Bonus
Date:

Employees hired after November 1, 20 , and seasonal employees are not qualified to receive a Christmas bonus. We are truly sorry for this inconvenience. The Christmas bonus is a collective bonus reflecting the activity that occurred throughout the fiscal year. However, to show our appreciation, we have provided that employees not receiving a Christmas bonus receive a gift certificate and either a turkey or ham.