

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Christmas Bonus Letter

Dear :

It has been a wonderful year for . As we come to the close of another blessed year, we would like to say "Thank You" to all the employees for their hard work. would not have past the expected goals if it was not for the wonderful staff of . Please accept this bonus as a small token of our appreciation and as our holiday gift to you.

May your stockings be full and your holidays memorable.

Sincerely,

N A M E