[DATE]

Contact Name

Address

Address2

City

Postal Code

**RE: CHRISTMAS BONUS**

Dear [CONTACT NAME],

We are pleased to be able to offer you the enclosed Year End Bonus with our very best wishes for a happy holiday season.  
  
We would like to thank you for your continued dedication and hard work in making [YEAR] a successful year for the company. We look forward to continued dedication in the new year.  
  
To your [WIFE/HUSBAND] and family, we extend our very best wishes for the Festive Season and a Happy New Year.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]