**Included:**

Introduction

Aample Announcmnet Of Bonus Letter Tips

Sample Aample Announcmnet Of Bonus Letter

Aample Announcmnet Of Bonus Letter Template

Aample Announcmnet Of Bonus Letter

Letters.org

**Introduction**

Sample announcement of bonus letters are written to declare the bonus. The company declares the bonus when it gains profit. In this letter the employer thanks the staff for their hard work and support given. This letter has to be written in informal manner. No professional language has to be written though it is an official letter.

**Aample Announcmnet Of Bonus Letter Tips**

Some tips to write a Sample announcement of bonus letters.

* Write about profit that the company has made. Also write that you hope to get much better in the coming year too.
* Give thanks to the staff. Write that they all contribute to the great success. Write that the hard work by the staff has really worked out.
* Write the exact per cent of share. Also write that they are going to get their share. Write that you hope that they are happy with the share.
* Write the letter in very simple language. Do not use a professional tone.

Sample Aample Announcmnet Of Bonus Letter

From

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

To

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Subject – sample announcement of bonus letters.

Dear all staff members

We are very happy to declare that this year the company has recordedfirst-time growth rate and a record breaking net profit. This year our success graph has risenin upward direction. As we have a strategy to share our victory with all the staff members we have declared a bonus package of 10% on drawn by the concerned. The amount will be given along with the salary in his month.

All this success was not possible without you and we know that you have really worked very hard to get this success. We congratulate you all on this juncture and hope we will make more progress for every year. Hope you are happy to receive your share.

Congratulations to all.

With best wishes.

Yours

Name

# Aample Announcmnet Of Bonus Letter Template

# From

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date

# To

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# Subject: \_\_\_\_\_\_\_\_\_\_(mention the purpose)

# Dear \_\_\_\_\_\_(Name)

# I am \_\_\_\_\_\_\_\_\_\_\_\_ (name) writing this letter to you to make you aware of the bonus declared. This year the company has made very good profit and you all have contributed a lot. We always give the share of profit to all our customers and hence this year we announce \_\_\_ bonus(mention the amount) to you. Hope you all are very happy to hear about this. Hope you give the same co-operation in the near future. You will get this amount along with your salary in this month. This was all because of you and your contribution surely counts. I once again congratulate all of you and hope you will work better and better every year and we keep progressing like this every year.

# Congratulations to all.

# Thanking you

# Name

# Signature

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org