

## AAMPLE ANNOUNCMNET OF BONUS LETTER

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## 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 recorded first-time growth rate and a record breaking net profit. This year our success graph has risen in 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



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