July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: COMPANY BONUS LETTER

Dear [CONTACT NAME],

It is always a pleasure to work with brilliant people like you. The [PRESENTATION/DOCUMENT/ETC] you prepared for the [DESCRIPTION OF PROJECT] was truly outstanding. There is no doubt that we were awarded this project due to your fine work.

I hope that you will be part of this team for many years to come. Please accept the enclosed check as our way of saying thank you for a job well done.

We are proud to have you onboard.

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com