

## Company Bonus Letter

**This package contains:**

1. Instructions & Checklist for Writing a Company Bonus Letter
2. Company Bonus Letter

## Instructions & Checklist for a Company Bonus Letter

- This package contains: (1) Instructions & Checklist for a Company Bonus Letter; and (2) Company Bonus Letter
  
- This form is designed to assist you in drafting a letter to accompany a bonus check for an employee you wish to award for exemplary service.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 8, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

It's my great pleasure to draw your attention to an additional line on your stub in this week's paycheck.

The bonus, of course, is one way of saying "Thank You," but I know you were not always thinking of the dollar prize during all these months of effort. Yes, you were interested in the pot of gold, but I know you've also clearly shared our fervor to reach the goals we laid out (it seems so long ago), and now that we've reached them, we want you to know we realize what a big part you played in getting us there.

As the future brings new challenges, we will continue to create a working environment in which our employees play a central role and are rewarded for their special accomplishments.

Thanks so much for your ideas, your hard work, and your steadying influence.

Sincerely,

[Your Name]

Enclosures