Dear Employee:

Our company is once again celebrating Christmas season and spreading holiday cheer to all. By way of this, please accept the enclosed check in the amount of $1,000.00 as Christmas Bonus.

The company extends its heartfelt thanks and gratitude for your diligence and good performance. You have made a great contribution to the team and have helped the company exceed its goals for the year.

We hope you continue to enjoy working with us as much as we enjoy working with you. Our company continues to aim for excellence and we know that your services will be a vital part of this effort. ABC Holdings knows that the true value of the company lies not in its stocks but in the employees who work for it.

We hope the next year brings both good fortune and more blessings to you and your family.  
Very Truly Yours,

Joseph Klein

Executive President

ABC Holdings Inc.