Head of Department  
Sans International

Date: [DATE]

To: Mr. James Peach

**Subject: Appreciation for Outstanding Performance in [XYZ]**

We are writing this letter to appreciate you for your untiring efforts over the last year. It is because of your diligence and hard work that our company has made huge profits.

We at Sans International appreciate your outstanding performance and have the pleasure to announce to you that the company head has decided to give you a [X] bonus in recognition of your services.

We hope to work with you and grow to higher levels. You are an inspiration for the rest of our staff. We also hope that you will continue with your outstanding performance and spread that infectious energy.

Head of Department.

[Name]  
[Company Name]