Date: [mm/dd/yyyy]

Dear [Name Here]

I was pleased to be informed by the (name of the department/ person) that I am getting a bonus this month as recognition of my efforts and dedication for successfully completing the last two projects (name of the projects) under my supervision. I would like to thank you for your appreciation. It really encourages me and boosts my morale to work harder for the benefit of the company. This action of the company is going to set an example for the other companies to follow.

At last, I would again like to extend my gratefulness to you for this act of bestowing with a bonus in addition to the normal monthly salary. I am honored to work in an environment where people acknowledge the efforts that a person puts in his work and encourages him to work even harder. Looking forward to work in your company (name of the company) for many years to come with the same positive attitude.

Sincerely,

[Your Name]  
[Designation]

[Company Name]