Date: [mm/dd/yyyy]

Dear [Name Here]

I would like to extend my gratitude to you for providing me with a bonus in addition to my regular monthly salary at this time of the year. Honestly speaking it took me by surprise as we, as employees, do not expect a Bonus at this time of the year. It truly makes me feel valued as an employee. Awards and recognitions like these boost up the morale of an employee. It urges him to work harder and with more dedication and honesty. This, in turn, helps in generating more revenues for the company. Therefore, a little investment in the employee in the form of appreciation or award goes a long way for the company and its future progress.

In the end, I would again like to thank you for your appreciation. It was an honor working with your company and its employees. I would also like you to know that this monetary gain is very much admired. Looking forward to a new year with greater enthusiasm.

Sincerely,

[Your Name]  
[Designation]

[Company Name]