Date:

To:

Name of the employee

Name of the organization

**Subject: Thank you letter for the big bonus**

Respected Mr. ABC,

I am (mention your name) working in the sales department as a sales manager for 5 years.

I am so happy to know that the company has decided to give me a bonus of Rs. 10000 this month for meeting the sales target for the year. The company has fulfilled its promise to reward its employees for meeting the annual sales target.

I really needed the bonus because I have been trying to meet this aim for 3 years and I started to feel disappointed. But my hard work and efforts are fruitful this year and they help me reap benefits.

I and my team are feeling so encouraged and motivated for getting the reward. I am now more active and driven toward my goals. We are now more optimistic, and we believe that we can now perform much better. I assure you that we will never make you regret this decision.

Thank you once again for giving me a bonus. I am very grateful to you for this. I am feeling proud to be a part of this organization and I hope that I will achieve more if I continue working here.

Regards,

Name of the employee

Signatures

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