**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Thank you letter for Christmas bonus**

Dear Mr. ABC,

I want to thank you for the annual holiday bonus that you have presented me with. It was unexpected but I am thankful for it and will put it to good use. I enjoy being a part of this company and am looking forward to working with you in the following year. I will continue working harder and hope that this company will be a success in the future.

Merry Christmas!

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_