

Formal Thank You Letter

Subject: Gratitude for Year-End Bonus

Dear [Manager's Name],

I am writing to express my sincere gratitude for the generous year-end bonus. I truly appreciate the recognition of my efforts and contributions throughout the year.

This bonus motivates me to continue striving for excellence and to contribute even more to the team. Thank you once again for your support and acknowledgment.

Sincerely,

[Your Name]

[Department/Position]

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