

Dear Sam,

It has been a fruitful year for our organization. And I want to take this moment to Thank you for your hard work for tax preparation.

You have been extremely organized and have kept track of all the receipts. Not only that, you put in extra effort in going through the financial reports. And you helped us identify areas where we could save costs. This was a huge saving for our company.

We value our employees and we believe that their well-being matters the most to us. Everyone has worked very hard in this financial year and it's time for some reward. As a token of appreciation, we will be giving you a bonus. We also understand that your families must have sacrificed a lot for the extra hours you spent in office. It's important we value their support as well. The HR team has organized a family picnic for all the employees. This will be a good opportunity to meet the family members of our colleagues and spend a day away from the office premises. The details of the venue will be emailed to you separately.

We sincerely appreciate your hard work and effort. Employees like you are an asset to our company. Thank you once again for making tax preparation such a smooth process.

Yours Truly,

Henry Smith.

