**Thanking a Boss for a Bonus**

MM/DD/YY

[Name]
[Title]
[Organization]
[Address]
[City, State, Zip Code]

Dear Mr. [Name],

I wanted to take a second to formally thank you for the generous bonus you awarded me this year.

I feel very lucky to work for XYZ Company. The support and care you show for your employees is truly commendable. I am proud to say that I am employed with XYZ.

Know that these gestures do not go unnoticed. I am as appreciative as as a man can be. My wife an I will be using part of this bonus to renovate our roof, which is something weâ€™ve been putting off for a few years.

So thank you sir. Here is to another banner year. I look forward to the challenges and rewards ahead.

Sincerely,
[Your Name]