[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE TO EMPLOYEE UNQUALIFIED FOR CHRISTMAS BONUS**

Dear [CONTACT NAME],

It is with great regret we inform you that due to the fact that you have not been employed by the company for more than a period of [NUMBER OF MONTHS] months, you are not eligible for a Year-End Bonus this year. Your start date with the company was [DATE] and therefore you fall outside the required [NUMBER OF MONTHS] month period.

I wanted to ensure that you understood this company policy prior to our disbursement of the Salary Pay Slips for December to avoid any misunderstanding or disappointment on your part.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]