

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Subject: Earn a \$[Bonus Amount] Bonus with Direct Deposit

Dear [Employee Name],

We are pleased to invite you to participate in our Direct Deposit Bonus Program. At [Company Name], we aim to make payroll as convenient and secure as possible for our team members.

By switching your payroll payments to direct deposit, you can receive a one-time bonus of **[\$[Bonus Amount]]**.

**Benefits of Direct Deposit:**

- Immediate access to funds on payday.
- No need to visit a bank to deposit physical checks.
- Enhanced security against lost or stolen checks.

**How to Claim Your Bonus:**

1. Complete the attached Direct Deposit Authorization Form.
2. Provide a voided check or a bank letter confirming your account details.
3. Submit these documents to the HR/Payroll department by [Deadline Date].

The bonus will be included in your [Month/Year] paycheck following your first successful direct deposit transaction.

If you have any questions regarding this program or need assistance with the forms, please contact [Department Name] at [Phone Number] or [Email Address].

Best regards,

[Your Name]  
[Your Title]  
[Company Name]