# Letter to Employee for Additional Allowance for Extra Duty

(Name of the sender) From:

John Brown HR Manager

Professional IT Products 60, Remington Lane New York

Date: July 16th, 2021 To,

David Beckham

Assistant manager

Department Employee ID:

# Subject: Additional Allowance for Extra Duties

Dear (Name),

We would like to congratulate you for performing brilliantly on the project. You have achieved beyond your goals and proved how dedicated you are to your work. We appreciate your constant efforts towards growing your career and staying determined to reach new heights.

We noticed that you have been working overtime to carry out your extra duties to fulfill targets. Hence, the management has decided to give you a token of appreciation and provide you with an extra allowance of (Amount) per month from (Month and year). Please note that this allowance is performance-oriented and is given to motivate you to keep achieving new heights in your career.

We wish you all the best to continue your professional progress. Contact the HR department for any further assistance you may need.

Sincerely, John Brown HR Manager

(Signature)