

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

It is with great pleasure that I present you with this Spot Bonus in the amount of \$[Amount].

This award is in recognition of your outstanding performance regarding [Project Name or Specific Achievement]. Your recent efforts in [Briefly describe the specific action or behavior] have significantly contributed to our team's success and demonstrate the high standards we strive for at [Company Name].

We truly value your dedication, initiative, and the positive impact you have on the organization. Thank you for your continued hard work and commitment to excellence.

The bonus will be processed in your [Date] paycheck, subject to applicable tax withholdings.

Congratulations on this well-deserved recognition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]