

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

I am pleased to inform you that you have been awarded a one-time spot bonus in the amount of [Bonus Amount].

This award is in recognition of your exceptional contributions toward the successful completion of the [Project Name] project. Your hard work, dedication, and [specific skill, e.g., technical expertise/attention to detail] were instrumental in meeting our milestones and ensuring the project's success.

This bonus will be included in your paycheck on [Pay Date] and is subject to applicable tax withholdings.

Thank you for your commitment to the team and for consistently delivering high-quality results. We are fortunate to have you with us.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]