

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee First Name],

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

This award is in direct recognition of your exceptional service and the high level of client satisfaction you recently achieved regarding [Project Name or Client Name]. We received specific positive feedback highlighting your [mention specific skill, e.g., responsiveness, problem-solving, or dedication].

Your commitment to providing our clients with an outstanding experience reflects the core values of [Company Name] and contributes significantly to our long-term success.

Thank you for your hard work and for being an excellent representative of our team. This bonus will be included in your [Month/Date] paycheck.

Sincerely,

[Your Name]

[Your Title]

[Company Name]