

Date: [Insert Date]

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded a Peer Nominated Spot Bonus in the amount of [Amount].

This award is particularly special because it stems from a nomination by your colleague, [Nominator Name]. They specifically highlighted your recent contributions regarding [Project/Task Name] and noted your [Quality, e.g., exceptional teamwork/problem-solving skills].

The nomination shared the following feedback:

*"[Insert Quote or Summary of Nomination]"*

At [Company Name], we value employees who go above and beyond to support their teammates. Your dedication helps create a positive and productive work environment for everyone.

The bonus will be reflected in your upcoming paycheck on [Date].

Thank you for your hard work and for being an outstanding member of the team.

Best regards,

[Your Name]

[Your Title]

[Company Name]