

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

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

This award is in recognition of your outstanding leadership regarding [Specific Project or Incident]. Your ability to guide the team, make critical decisions, and maintain high morale during this period was instrumental to our success. Specifically, your efforts in [Description of Achievement] demonstrated the core values we strive for at [Company Name].

Your dedication and initiative serve as an inspiration to your colleagues. We are fortunate to have you as a leader within our organization, and we look forward to your continued contributions.

Please accept this bonus as a token of our appreciation for your hard work and commitment to excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]