

Date: [Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Subject: Recognition of Innovation and Creativity - Spot Bonus Award

Dear [Employee Name],

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

This award is in recognition of your exceptional innovation and creativity regarding [Project Name or Specific Initiative]. Your ability to think outside the box and develop [mention specific creative solution or process improvement] has significantly contributed to our team's success and [mention specific benefit, e.g., improved efficiency/cost savings].

We truly value the fresh perspective and inventive spirit you bring to [Company Name]. Your commitment to continuous improvement helps drive our organization forward.

The bonus will be included in your next paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your hard work and for your dedication to excellence.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]