

Dear [Employee Name],

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

This award is in recognition of your exceptional performance regarding [Project Name or Specific Task]. Your dedication and willingness to go the extra mile have made a significant impact on our team's success. Specifically, your work on [Specific Achievement] demonstrated outstanding initiative and excellence.

We truly value your hard work and the positive attitude you bring to the workplace every day. Thank you for your continued commitment to our goals.

Congratulations on this well-deserved recognition.

Best regards,

[Manager Name]

[Manager Title]

[Company Name]