

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Congratulations! It is a pleasure to inform you that you have been awarded a Quarterly Achievement Spot Bonus in the amount of [Bonus Amount].

This commendation is in recognition of your exceptional performance during the [Q1/Q2/Q3/Q4] [Year] quarter. Specifically, we would like to highlight your contributions toward:

- [Insert specific project, metric, or achievement]
- [Insert specific project, metric, or achievement]

Your hard work and dedication have made a significant impact on the team's success. We truly value your commitment to excellence and are proud to have you as part of the organization.

The bonus will be processed in the upcoming payroll cycle on [Date], subject to applicable tax withholdings.

Thank you for your continued contributions.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]