

Date: [Date]

To: [Employee Name]

Job Title: [Employee Title]

Subject: Spot Bonus Recognition - Sales Target Achievement

Dear [Employee Name],

I am pleased to inform you that you have been awarded a one-time spot bonus in the amount of [Bonus Amount].

This bonus is in recognition of your exceptional performance in reaching your sales targets for [Time Period/Project]. Your hard work, dedication, and contribution to the team's success have not gone unnoticed.

This payment will be processed in the upcoming payroll cycle on [Payroll Date], subject to applicable taxes and withholdings.

Thank you for your continued commitment to our goals. Keep up the great work!

Best regards,

[Manager Name]

[Manager Title]

[Company Name]