

Date: [Insert Date]

To: [Employee Name]

Subject: Recognition of Outstanding Team Collaboration

Dear [Employee Name],

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

This award is in recognition of your exceptional collaborative efforts on [Project Name/Specific Initiative]. Your ability to work seamlessly with your colleagues, share knowledge, and support the team's objectives played a vital role in our recent success.

Specifically, your contribution to [mention a specific collaborative task or behavior] was highly valued by both your leadership and your peers. We truly appreciate the positive impact you have on our team culture and your commitment to achieving shared goals.

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

Thank you for your hard work and for being such a dedicated team player. We are proud to have you with us.

Best regards,

[Your Name]

[Your Title]

[Company Name]