

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Exceptional Performance - Crisis Management

Dear [Employee Name],

On behalf of [Company Name], I would like to personally thank you for your outstanding efforts during the recent [Name of Crisis/Project]. Your dedication and quick thinking played a vital role in navigating the challenges we faced.

To recognize your exceptional contributions and the extra hours you committed to resolving this situation, we are pleased to award you a one-time spot bonus of \$[Amount].

This bonus will be included in your paycheck on [Date]. Please note that this amount is subject to applicable tax withholdings.

We truly value your commitment to the team and your ability to remain effective under pressure. Thank you for your continued hard work.

Sincerely,

[Manager Name]

[Title]

[Company Name]