

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Exceptional Contribution Discretionary Bonus

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time discretionary bonus in the amount of \$[Amount].

This award is in recognition of your exceptional contributions to [Project Name or Specific Achievement]. Your dedication, hard work, and the high standard of excellence you maintained during [Time Period] have had a significant positive impact on the team and the company.

Specifically, we would like to commend you for:
[Insert brief description of specific contribution/milestone].

This bonus will be included in your pay period ending [Date], subject to applicable tax withholdings. Please note that this is a discretionary award and does not guarantee future bonuses or changes to your base compensation.

On behalf of the leadership team, thank you for your continued commitment to our success. We are proud to have you with us.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]