

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

I am pleased to inform you that you have been awarded a one-time Spot Recognition Discretionary Bonus in the amount of \$[Amount].

This award is in recognition of your exceptional performance and specific contributions regarding:

**[Insert Project Name or Specific Achievement]**

Your hard work, initiative, and commitment to excellence have made a significant impact on the team. We truly value your dedication and are proud to have you with us.

This bonus will be processed in the [Date] payroll cycle and is 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.

Congratulations on this well-deserved achievement. Thank you for your continued contributions to [Company Name].

Best regards,

[Sender Signature]

[Sender Name]

[Sender Title]