

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Client Service Excellence Discretionary Bonus Award**

Dear [Employee Name],

We are pleased to inform you that you have been awarded a one-time discretionary bonus of \$[Amount] in recognition of your outstanding commitment to client service excellence.

This award specifically acknowledges your recent efforts regarding [Specific Project or Client Interaction]. Your ability to go above and beyond to meet client needs has significantly contributed to our team's success and upholds the high standards of our organization.

Please note that this bonus is a discretionary award and does not alter your base salary or guarantee future bonus payments. The amount will be included in your next paycheck on [Pay Date], subject to applicable taxes and withholdings.

Thank you for your hard work and for being a valued member of our team. We look forward to your continued contributions.

Sincerely,

[Manager Name]

[Title]

[Company Name]