

[Date]

[Employee Name]

[Job Title]

[Department]

**Subject: Peer Nominated Discretionary Bonus Award**

Dear [Employee Name],

It is with great pleasure that I inform you that you have been awarded a discretionary bonus in the amount of \$[Amount] (subject to standard tax withholdings).

This award is particularly significant because it stems from a nomination by your colleagues. Your peers have specifically highlighted your exceptional contributions, including:

- [Insert specific achievement or project]
- [Insert specific positive behavior or teamwork example]

At [Company Name], we value employees who go above and beyond to support their team and drive our mission forward. Being recognized by those you work with every day is a testament to your hard work, expertise, and positive influence on our workplace culture.

This bonus will be processed in the [Date] payroll cycle. Thank you for your continued dedication and for being an integral part of this team.

Congratulations on this well-deserved recognition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]