

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Department Name]

Subject: Recognition of Outstanding Teamwork

Dear [Employee Name],

I am pleased to inform you that you have been awarded a Spot Bonus in the amount of [Insert Amount] in recognition of your exceptional teamwork and collaboration.

This recognition comes as a result of a nomination from your peer, [Nominator Name], who highlighted your significant contributions during [Project Name or Time Period]. Specifically, your efforts in [mention specific action, e.g., supporting a colleague, meeting a tight deadline, or resolving a team conflict] did not go unnoticed.

At [Company Name], we value employees who go above and beyond to support their colleagues and foster a positive team environment. Your dedication directly contributes to our collective success.

The bonus will be included in your upcoming paycheck on [Insert Pay Date]. Thank you for your hard work and for being such a valuable member of the team.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Title]