

Date: [Insert Date]

To: [Employee Name]

Subject: Peer Recognition Spot Bonus for Exceptional Leadership

Dear [Employee Name],

I am pleased to inform you that you have been awarded a Peer Recognition Spot Bonus in the amount of [Amount].

This bonus is a direct result of a nomination from your colleague, [Peer Name], who highlighted your exceptional leadership during [Project Name or Specific Time Period]. Specifically, your ability to [mention specific action, e.g., guide the team through a difficult transition / mentor junior staff / take initiative on a critical task] has made a significant impact on the department.

Leadership is not just about titles; it is about the influence and support you provide to those around you. Being recognized by your peers is a testament to the respect you have earned within the team.

The bonus will be processed in your next paycheck on [Pay Date]. Please note that this amount is subject to applicable tax withholdings.

Thank you for your hard work and for setting such a positive example for your teammates.

Best regards,

[Manager Name]

[Job Title]

[Company Name]