

Date: [Insert Date]

To: [Employee Name]

Role: [Employee Job Title]

Subject: Recognition for Innovative Solution - Spot Bonus Award

Dear [Employee Name],

I am pleased to inform you that you have been selected to receive a Spot Bonus in the amount of [Insert Amount].

This award is in recognition of your exceptional creativity and initiative regarding [Insert Project Name or Brief Description of the Innovation]. Your solution to [Insert Specific Problem Solved] has significantly improved our [processes/efficiency/product quality] and demonstrates the type of forward-thinking that drives our company's success.

We truly value your dedication and your ability to look beyond standard procedures to find a better way of working. This bonus will be included in your next paycheck on [Insert Pay Date], subject to applicable tax withholdings.

Thank you for your hard work and for being a key contributor to our team. Keep up the excellent work!

Sincerely,

[Your Name]

[Your Title]

[Company Name]