

Date: [Insert Date]

To: [Employee Name]

Subject: Peer Recognition Spot Bonus - Client Success

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 award is the result of a nomination by your colleague, [Nominator Name], who highlighted your exceptional contributions to the Client Success team. Specifically, you are being recognized for:

[Insert brief description of the specific project, client win, or behavior recognized]

At [Company Name], we value team members who go above and beyond to support their peers and deliver outstanding results for our clients. Your dedication and collaborative spirit have made a tangible impact on our collective goals.

This bonus will be processed in your next pay cycle, subject to applicable taxes.

Thank you for your hard work and for being such a vital part of our team. Congratulations on this well-deserved recognition.

Best regards,

[Your Name]

[Your Title]

[Company Name]