

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Recognition of Above and Beyond Performance

Dear [Employee Name],

I am pleased to inform you that you have been selected to receive an "Above and Beyond" Peer Nomination Bonus in the amount of \$[Amount].

This award is the result of a nomination submitted by your colleague, [Nominator Name], who highlighted your exceptional contributions regarding [Project Name or Specific Task]. Your peers have specifically noted your commitment to excellence and your willingness to support the team by [Brief Description of Action].

At [Company Name], we highly value employees who take initiative and consistently exceed expectations. Your hard work and positive attitude have made a significant impact on our department and the company as a whole.

The bonus will be included in your next paycheck on [Pay Date].

Thank you for your dedication and for being an inspiration to your teammates. Keep up the fantastic work!

Best regards,

[Your Name]

[Your Title]

[Company Name]