

Date: [Date]

To: [Employee Name]

Job Title: [Employee Title]

Subject: Spot Bonus for Cross-Functional Collaboration

Dear [Employee Name],

We are pleased to inform you that you have been awarded a spot bonus in the amount of \$[Amount] for your outstanding contributions to the [Project Name] project.

This award specifically recognizes your exceptional ability to collaborate across departments. Your efforts in working with the [Department Name 1] and [Department Name 2] teams were instrumental in achieving [mention a specific goal or milestone]. Your communication skills and commitment to teamwork have significantly improved our operational efficiency and project outcome.

This bonus will be included in your paycheck on [Date]. Please note that this amount is subject to applicable supplemental tax withholdings.

On behalf of the leadership team, thank you for your hard work and for demonstrating the value of cross-functional partnership.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]