

Dear [Recipient Name],

I am pleased to inform you that you have been awarded a Peer Spot Bonus in the amount of [Amount] for your outstanding mentorship and guidance.

This bonus is a direct result of a nomination from [Nominator Name], who highlighted your dedication to supporting your colleagues. Specifically, they noted your efforts in:

- Providing valuable technical and professional advice.
- Sharing your expertise to help others overcome challenges.
- Investing your time to foster the growth and development of the team.

Your willingness to guide your peers not only helps individuals succeed but also strengthens our entire department. We truly appreciate the positive impact you have on our workplace culture.

Thank you for your hard work and for being an exceptional mentor.

Best regards,

[Your Name/Department Head]

[Company Name]