

To: [Approver Name/Human Resources]

From: [Your Name/Manager Name]

Date: [Current Date]

Subject: Recommendation for Spot Bonus - [Employee Full Name]

Dear [Approver Name],

I am writing to formally recommend [Employee Name] for a spot bonus in the amount of [Bonus Amount] for their exceptional work in improving [Name of Process/Workflow].

Through their own initiative, [Employee Name] identified critical inefficiencies in [Process Name]. They developed and implemented a new solution that resulted in:

- [Benefit 1: e.g., A 20% reduction in processing time]
- [Benefit 2: e.g., Cost savings of \$X per month]
- [Benefit 3: e.g., Elimination of manual data entry errors]

This improvement has significantly benefited the team's productivity and exceeded the standard requirements of their role. I believe this contribution warrants immediate recognition via a spot bonus.

Thank you for your time and for supporting the recognition of [Employee Name]'s hard work.

Sincerely,

[Your Signature]  
[Your Job Title]