

Date: [Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Subject: Recognition of Achievement - [Project Name] Milestone

Dear [Employee Name],

I am pleased to inform you that you have been awarded a Peer Recognition Bonus in the amount of [Bonus Amount] for your outstanding contributions to the [Project Name] project.

This award is particularly significant as it was initiated by your colleague, [Peer Name], who highlighted your exceptional work during the [Name of Milestone] phase. Specifically, your efforts in [Briefly Describe Action, e.g., resolving the technical bug or leading the presentation] were noted as instrumental to the team's success.

Peer recognition is a testament to the respect you have earned from those who work most closely with you. Your dedication and collaborative spirit embody the values of [Company Name].

This one-time bonus will be included in your next paycheck on [Pay Date], subject to applicable tax withholdings.

Thank you for your hard work and for being a valued member of the team. Congratulations on this achievement.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

cc: Human Resources