

Dear [Employee Name],

It is with great pleasure that I present you with this Spot Bonus in the amount of [Amount].

This award is in recognition of your outstanding behind-the-scenes contributions to [Project Name or Department]. While much of your work happens out of the spotlight, your dedication, reliability, and attention to detail have not gone unnoticed. You consistently ensure that our operations run smoothly and that our goals are met, often going above and beyond without seeking credit.

You are a true "Unsung Hero" of this team. Your commitment to excellence and your supportive attitude make a significant impact on our collective success every day.

Thank you for your hard work and for being such a vital part of [Company Name]. We are fortunate to have you with us.

Best regards,

[Manager Name]

[Title]

[Company Name]