Mary Johnston

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September 1, 2018

Sandra Lau

Talen Recruiter

Acme Paper Co.

Dear Sandra,

This letter is your notification that you have been awarded a $1,000 spot bonus for your contributions to our recent search for a new employee in accounting. The accounting manager said that you handled the interview facilitation like an advanced HR professional.

We loved hearing this as it the first time you have participated in an employee selection process. We are also positive that it won't be your last given the professionalism with which you participated in the selection. Terry Costanza said that the thoughtfulness of your interview questions helped all of the participants get to know the candidate very well.

She also said that you handled facilitating the sessions professionally despite the fact that many of the interviewers have job titles that place them two or three ranks in the organization above the level of your job. She said that you were fierce in your determination to keep the questioning on track—even the senior managers.

Another strength you exhibited was to sort through the resumes thoroughly. By the time Terry received them for review, you had truly singled out only the most qualified candidates. It saved her a lot of review time which she appreciated.

You can expect to receive your award at the HR/Accounting departments on Monday at our normal meeting. The other employees will get to hear about your positive contribution to the accounting selection team. We won't share the amount of your award with your coworkers, but we will mention that it is a substantial award that they are also eligible to receive.

Once again, thank you so much for your contribution and making the HR department look good in the eyes of the employees we serve.

Regards,

Mary Johnston