Casual message for digital communication

Hi [Employee Name],

Just wanted to give you a quick shout-out! Your efforts in the last project were outstanding, and we're happy to award you a discretionary performance incentive for your dedication.

Keep up the great work and let's aim even higher next quarter!

Cheers,

[Team Lead Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/discretionary-performance-incentive-letter