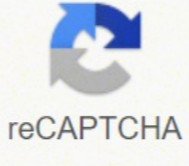




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Bonus format letter

Example 1

Subject: Bonus Request

Dear [Manager Name],

As we approach the end of this quarter, I would like to take this opportunity to highlight my extraordinary performance during this period. [Describe in detail how exactly you over performed. What were your achievements and what did you accomplish?]

I am confident that you agree that my hard work should be rewarded. I hereby kindly ask you to consider a monetary reward commensurate with my latest performance. I am willing to give even more and would be thankful if my efforts are recognised.

Kindest Regards,

[Your Name]

Example 2

Subject: Bonus Request

Dear [Manager Name],

I am happy and delighted that we have successfully completed the [Project Name]. The vibes circulating are very positive and the stakeholders seem satisfied with the results. [Add further details on the project]. This is an accomplishment that I am proud of and feel that it's a huge turning point in my career.

I've demonstrated strong capacity and potential in finishing this project before the deadline and within the allocated budget. I have complete trust in your vision and evaluation, but I don't want my efforts to go unnoticed. It's been more than [number of months] since the project delivery and I was expecting a token for my efforts. It really means a lot if my dedication to the business can be rewarded. While I appreciate the verbal rewards, it would be beneficial if they were translated in more tangible ways.

Thank you for your consideration.

Kindest Regards,

[Your Name]

COMPANY BONUS LETTER

[DATE]

Subject: COMPANY BONUS

Dear [EMPLOYEE NAME],

We at [YOUR COMPANY NAME], are always pleased to work with someone who is dedicated and hardworking just like you. We evaluated all the projects you have handled, and each one of them is truly remarkable. You always do your best in every task assigned to you. That being said, there is indeed no doubt that the company appreciates your work. Your stellar performance has led to us being recognised by our clients.

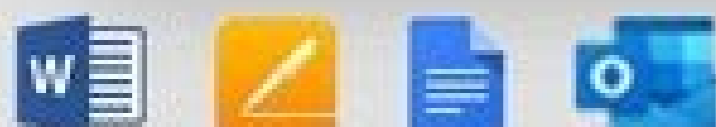
We at [YOUR COMPANY NAME], are hoping that you will continue to be a part of this dynamic team for many years to come. As a token of appreciation, please accept the enclosed cheque for a job well done.

We are proud to have you as one of our top employees. Continue doing your best, you will always have our support. Keep up the good work!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]



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And the promotion points are an added bonus. If you've never submitted someone for a decoration before it might seem complicated but it's not. All awards have specific requirements and follow a prescribed format which is outlined in the applicable AFI (AFI 36-2803, The Air Force Awards and Decorations program). 2014-06-28 · Sample format of application letter for bonus request. Can be used by people who want to apply for getting bonus from the company, either they have completed their probationary training period, or permanent employees who want to ask for early bonus or those employee who left the job and want to get unclaimed bonus from company can be used according to your need. 2020-01-13 · A payment letter is written neatly and formally and conveys the message of pending payment. The letter is more of a reminder and helps people do their work on time. If you need to write a payment letter to someone in the future, you take help from the below-mentioned sample.

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