



Open

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 recognized 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]



TEMPLATE.NET

PERFORMANCE POINTS

Dear _____,

We would like to thank you for all the hard work you have done for the recent projects and your continued ability to remain a valuable asset to the company. Without your dedication and continued support, projects simply would not be completed on time.

You are being given a bonus of _____ This is a reflection of our appreciation for your hard efforts.

We would like to thank you again for your patience, efforts, help and support rendered to the company and look

Geometric

Year – Annual Company Bonus

(Name of Manager)
(Title)
(Phone Number)
(Email)

(Date)
(Recipient Name)
(Title)
(Company Name)

(Company Name)

We are pleased to inform you that we are providing you with a (Specify: Quarterly, Annually, etc.) bonus in the amount of \$XXXXX. (Company Name) is able to provide this bonus as a direct result of the success created by the ongoing efforts of our work force!

We thank you for your ongoing commitment to excellence at (Company Name), and congratulate you on your outstanding performance!

Your bonus will be added to your next paycheck. Please be advised that you may elect to deposit all or a portion of your bonus into the company RRSP program. All forms relating to RRSP contributions must be completed and delivered to (Name, Title, Appropriate Authority) by (DATE).

Sincerely,

(Name, Title, Position)

11-14 Remmings Court
Castlesford
West Yorkshire
WF10 5HW

19 June 2010

Mark Whathord

Dear Mark,

Cash Bonus Award

I am delighted to notify you that you that the remuneration committee of the Company have agreed to pay you a cash bonus (the "Bonus") of £686,752.

The payment of your Bonus is conditional on: (i) the acquisition of the entire issued and to be issued share capital of the Company by Bernard Bidco Limited, to be implemented by a scheme of arrangement under Part 26 of the Companies Act 2006 (the "Scheme") becoming effective and (ii) 10 days passing after the effective date of the Scheme.

It is expected that the Scheme will become effective on 31 July 2019, and the Bonus will be paid to you by your employer company within 10 days of the effective date of the Scheme, conditional upon you being employed by your employer company on such date. You will be paid your Bonus net of any income tax and employee's National Insurance contributions which your employer company is required to account to HM Revenue & Customs.

Please note, if the Scheme does not become effective by 31 December 2019, the Bonus will not be paid to you and you will have no right to receive it.

Your Bonus will not be pensionable nor treated as earnings for the purposes of any other benefits that you may be entitled to receive. The Bonus is being paid to you in full and final settlement of any incentive arrangements or awards offered to you by the Company, your employer or any other group company (being the Company and its subsidiaries).

If you have any queries in relation to this letter then please contact John Foley. Your right to

Yours sincerely

for and on behalf of
Premier Technical Services Group Plc (the "Company")

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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 36-2003, 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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