**Application Format for Annual Bonus**

The Finance Manager/Accounts Manager,

ABC Company,

Company Address….

**Subject: Application for Annual Bonus**

Respected Sir,

It is stated that I am (employee name), working in this company as (job position: Junior Accountant). It is to inform you that I was on leaves allocated to me the last month (state date). At that time, employee bonus was provided to staff. I was unable to get that at that time.

I request you to kindly provide me annual bonus now, as I am back to office. I shall be thankful to you in this regard.

Yours Sincerely,

Employee Name…

Job Designation….