**Sample Application for Bonus Request**

The Marketing Manager/HR Admin,

ABC Company,

Company Address…

Subject: Application for Bonus Request

Sir,

Respectfully, It is stated that I am (employee name), working in this respected organization as a Sales Officer since 2/3/s years. I want to say that, each employee of the organization is able to apply for getting bonus after the training period is over. I have completed my probationary period, and being a permanent employee I want to apply for the employee bonus. As, I need it for my personal home use.

Kindly, permit it. I shall be obliged to you for this.

Thanking you I remain.

Sincerely,

Name….

Job Position….

Date with Sign…..