Request Letter to the Boss for Bonus

To,

\_\_\_\_\_\_\_\_\_\_ (Recipient Details),

\_\_\_\_\_\_\_\_\_\_ (Name of the Company)

\_\_\_\_\_\_\_\_\_\_\_ (Company’s Address)

Date: \_\_/\_\_/\_\_\_\_ (Date)

Subject: Request for bonus

Respected Sir/ Madam,

My name is \_\_\_\_\_\_\_\_\_\_ (Name) and I am working in \_\_\_\_\_\_\_\_\_\_\_ (Department) as a \_\_\_\_\_\_\_\_\_\_ (Designation) having employee ID \_\_\_\_\_\_\_\_\_\_ (Employee ID).

I am writing this letter with immense pleasure and respect. I would like to inform you that I have been working hard and sincerely to present my dedication towards the growth of our company. I have worked overtime and worked as and when required by the company. I believe that I deserve some bonus for the same.

Therefore, I write this letter with the utmost respect to request you to provide me with an additional bonus.

Waiting for positive reply.

Thanking you,

\_\_\_\_\_\_\_\_ (Signature),

\_\_\_\_\_\_\_\_ (Name),

\_\_\_\_\_\_\_\_ (Contact Number)