**Resignation Letter Requesting Bonus**

“Dear [name],

I am writing to inform you of my resignation from my receptionist position with Baird Hotel. While I have enjoyed my time here, I have been offered an executive secretary position with a local firm. This upward career move will be beneficial for me and my family. My final day of work here will be April 28, 2015.

In view of my upcoming resignation, I wanted to spend some time highlighting my continued contribution to the company and my outstanding achievements from the past year. I know that you are aware that I [explain achievements that add great merit]. As I mentioned previously, I’d like to arrange a meeting to discuss a bonus payment for my performance this year. I believe my appraisal would be the ideal time to do this, so I will come prepared with documents, evidence and figures for your consideration.

Please let me know how I can assist in making this transition as seamless as possible. I am happy to help train a replacement and intend to complete all outstanding projects before I go. Do not hesitate to reach out at 000-000-0000 should you require any additional assistance. I look forward to discussing this with you in more detail.

Kind regards [name]”