

Sample Application for Issuing Annual Bonus

To,
Manager Human Resource Dept.
(company name)

Respected Sir,

It is strongly request you to kindly allocate me annual bonus as per company policy. I am serving your esteem organization since last one & half year (joining date) and, It is company policy to give annual bonus to every employee who has worked at least one year. My performance is going very well and, I am punctual to fulfill my all tasks.

My working period is (working period i.e months/year) Kindly consider my request because, I have urgent need at my home. I shall be very grateful to you if you allot me annual bonus as per company policy.

Your's Truly,

Asad Afnan
Assistant Sales Manager