

Letter of Clarification on Job Application Bonus Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the bonus terms mentioned in the job application for the [Job Title] position I recently applied for at [Company's Name].

While I am excited about the opportunity, I would appreciate further details about the bonus structure, including any performance metrics that will be considered and the timeline for the bonus disbursement.

Thank you for your attention to this matter. I look forward to your response and hope to further discuss my application soon.

Sincerely,

[Your Name]