

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the criteria for the annual performance bonus for this year. Understanding the specific metrics and expectations will help me align my efforts with the company's goals effectively.

If you could provide any details regarding the evaluation process and key performance indicators that will be considered, I would greatly appreciate it. This information will be crucial for me and my colleagues as we aim to meet and exceed our performance targets.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]