

# Request for Annual Performance Bonus

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally request consideration for my annual performance bonus for the year [Year]. Over the past year, I have dedicated myself to achieving and exceeding the goals set for my role as [Your Job Title].

During this period, I successfully [specific accomplishments/achievements], which I believe have contributed significantly to our team's success and the overall objectives of the company.

Based on my performance and contributions, I would like to discuss the possibility of receiving the performance bonus that aligns with our company's policies and my role's contractual agreements.

Thank you for considering my request. I look forward to discussing this further at your earliest convenience.

Sincerely,

[Your Name]