Relocation Bonus Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a relocation bonus as I prepare to move to [New Location] for my role as [Your Job Title] at [Company Name]. Given the associated costs of my move and the significant impact it will have on my transition, I believe a relocation bonus would greatly assist me during this period.

Understanding that the company values its employees and supports their transitions, I would appreciate your consideration of my request. I have reviewed the relocation assistance policies and would be grateful for any support you can provide to facilitate this move.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]