

# Employee Discount Request Form

Date: \_\_\_\_\_

To: [HR/Employee Benefits Department]

From: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Position: [Job Title]

## Request for Employee Discount

I am writing to request an employee discount for remote workers. As an employee of [Company Name], I would like to take advantage of the available discounts for [specific product/service].

### Details of Discount Requested:

- Product/Service: \_\_\_\_\_
- Discount Percentage: \_\_\_\_\_
- Justification: \_\_\_\_\_

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

Sincerely,

[Employee Name]

[Contact Information]