

Request for Appeal: Performance-Oriented Bonus Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal my eligibility for the performance-oriented bonus program for the [insert year/quarter]. After reviewing the criteria and my contributions over the past evaluation period, I believe that my performance merits further consideration.

Throughout the review period, I have successfully completed [insert specific projects or tasks] which have resulted in [mention any quantifiable results or impacts]. I have also consistently [mention any additional responsibilities taken, skills developed, or teamwork contributions].

I kindly request a reevaluation of my performance assessment. I am confident that, upon review, you will find that my contributions align with the program's goals and justifications for a bonus.

Thank you for considering my appeal. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]