

Inquiry About Performance-Related Bonus Structure

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Inquiry About Performance-Related Bonus Structure

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the performance-related bonus structure within our organization. As we approach the end of the fiscal year, I would like to understand the criteria and metrics used to assess performance in relation to the bonus allocation.

Specifically, I am interested in:

- The metrics used to measure performance.
- The timeline for bonus evaluations.
- The process for communicating bonus decisions to employees.
- Any changes to the bonus structure for the upcoming year.

Understanding this information will help me align my efforts more closely with the company's goals and make informed decisions regarding my performance objectives.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]