

Clarification on Joining Bonus Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the terms of the joining bonus that was mentioned in my offer letter dated [Insert Offer Date].

While I appreciate the offer, I would like to confirm the following details:

- Amount of the joining bonus
- Payment schedule (i.e., lump sum or installments)
- Conditions for receiving the bonus (e.g., time frame for staying with the company)

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

Sincerely,

[Your Name]