

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the joining bonus offer associated with my recent employment at [Company's Name]. I am excited to begin my new role as [Your Job Title] on [Start Date] and would like to clarify the details regarding the joining bonus.

Specifically, I would appreciate any information on:

- The amount of the joining bonus
- The eligibility criteria to receive the bonus
- Payment timelines and procedures

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]