

Subject: Reminder: Pending Joining Bonus Offer

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you about the joining bonus that was offered to me as part of my employment agreement dated [Date of Agreement]. As per our previous discussions, the bonus was due to be processed by [Due Date].

As of today, I have yet to receive confirmation regarding the status of this payment. I would appreciate any updates or information you could provide regarding this matter.

Thank you for your attention to this issue, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]