**#1**

I am [Your Name], working in the Sales Department as a Sales Manager.

I have just received the bonus of 50% of my salary as a reward for showing exceptional performance at the end of the year. I am so happy to receive this bonus. I needed money this month, and this bonus has greatly helped me overcome my financial crisis. The company has fulfilled its promise to provide bonuses, and I believe I should also honor my commitment by working with greater diligence and enthusiasm.

I am thankful to you for this act of kindness. Receiving a bonus has made me feel more appreciated and motivated, as achieving the annual sales targets has been a goal I have been striving to fulfil for a long time.

Receiving a bonus from you has boosted my self-esteem and made it easier for me to achieve goals in my personal and professional life. Once again, thank you so much for this bonus. I will always try to fulfill your expectations in the future also.

Here is another sample letter.

**#2**

I am [your name], and I have been working in the Sales Department as a Sales Manager for the past five years.

I am so happy to know that the company has decided to give me a bonus of Rs. 10,000/- this month for meeting the sales target for the year. The company has fulfilled its promise to reward its employees for meeting the annual sales target.

I really needed the bonus because I had been working toward this goal for three years and had started to feel discourged. However, this year, my hard work and efforts paid off, allowing me to reap the benefits.

My team and I feel encouraged and motivated after receiving the reward. I am now more active and driven toward achieving my goals. We are more optimistic and confident that we can perform even better now. I assure you that we will never make you regret this decision.

Thank you once again for giving me a bonus. I am very grateful to you for this. I am feeling proud to be a part of this organization, and I hope that I will achieve more as long as I continue working here.