

Annual Bonus Payout Document

Employee Details

Employee Name	John Doe
Employee ID	EMP12345
Department	Finance
Designation	Senior Accountant

Bonus Details

Bonus Year	2023
Base Salary	\$60,000
Performance Rating	Exceeds Expectations
Annual Bonus Percentage	15%
Annual Bonus Amount	\$9,000
Payout Date	March 30, 2024

Authorization

Prepared By	Jane Smith
Approved By	Michael Johnson
Date of Approval	March 25, 2024

Important Notes

- This document is confidential and intended for the recipient only.
- Bonus payout is subject to company policies and tax deductions as applicable.
- All amounts indicated are gross, before statutory deductions.
- For any clarifications, contact the HR department.