

Bonus Payment Summary Report

Report Date: 2024-06-01
Department: Sales
Bonus Period: Jan 2024 - May 2024
Prepared By: Jane Smith

Summary of Bonus Payments

Employee ID	Employee Name	Position	Bonus Amount	Remarks
EMP-001	Alex Johnson	Sales Manager	\$2,500.00	Exceeded Targets
EMP-002	Linda Chow	Sales Executive	\$1,750.00	Met Targets
EMP-003	Samuel Yu	Account Manager	\$1,200.00	Good Performance
Total			\$5,450.00	

Important Notes:

- Bonus payments are subject to management approval and company policies.
- All amounts stated are gross and may be subject to taxes and deductions.
- This summary is confidential and is intended for internal use only.
- Please verify all entries for accuracy before record submission.