

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.