

Departmental Bonus Payment List

Department Name:
Finance
Prepared By:
John Doe
Period:
Q2 2024
Date:
2024-06-15

Bonus Payment Details

#	Employee Name	Employee ID	Designation	Bonus Amount	Remarks
1	Alice Smith	EMP0021	Senior Accountant	\$2,000	Performance
2	Brian Lee	EMP0043	Analyst	\$1,500	Target Achieved
3	Clara Evans	EMP0062	Assistant	\$900	Excellent Support
4	Daniel Wong	EMP0087	Manager	\$2,500	Department Lead

Important Notes

- This list is confidential and intended for internal use only.
- Bonus payments are subject to company policies and tax deductions.
- Any discrepancies should be reported to the HR department promptly.
- Employees must acknowledge receipt of the bonus payment.