

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.