

Employee Performance Bonus Sheet

Employee Name:	Jane Doe
Employee ID:	EMP-01234
Department:	Marketing
Position:	Senior Marketing Executive
Review Period:	January 2023 – December 2023
Bonus Sheet Date:	22 March 2024

Performance Bonus Breakdown

Criteria	Maximum Points	Score Achieved	Bonus Weight (%)	Weighted Score
Sales Target Achievement	40	36	40%	14.4
Teamwork & Collaboration	20	18	20%	3.6
Customer Feedback	20	17	20%	3.4
Initiative & Innovation	20	20	20%	4.0
Total Weighted Score				25.4

Bonus Calculation Summary

Base Salary	\$36,000
Eligible Bonus Rate	15% of base salary
Score Adjustment	25.4 / 40
Total Bonus Awarded	\$3,423

Important Notes

- Performance bonus awards are subject to company policy and may depend on business performance and employee conduct.
- This document serves as a summary; for detailed calculations, please refer to the HR department.
- All data should be reviewed and approved by line managers and HR before payout.
- Keep this document confidential and for internal use only.