

Manager Approval Bonus Sheet

Employee Name	John Doe	Employee ID	EMP12345
Department	Sales	Position	Senior Sales Executive
Period	Q1 2024	Date	2024-05-21

Bonus Details

#	Description	Amount	Remarks
1	Performance Bonus	\$2,000	Exceeded sales target
2	Team Leader Bonus	\$1,000	Led top-performing team
Total		\$3,000	

Manager's Approval

Manager Name	Jane Smith	Designation	Sales Manager
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Manager Signature

Date

Important Notes

- All bonus approvals must be in accordance with company policy and guidelines.
- This document requires the manager's physical or digital signature for validity.
- Any supporting documents or justifications should be attached where required.
- Keep this sheet confidential and only share with authorized personnel.