

# Monthly Bonus Distribution Report

For the Month of June 2024

**Department:** Sales  
**Prepared by:** John Doe  
**Date:** 30 June 2024

#	Employee Name	Employee ID	Bonus Amount (\$)	Remarks
1	Alice Smith	EMP101	1,500	Exceeded Targets
2	Bob Johnson	EMP102	1,200	Excellent Performance
3	Carol Williams	EMP103	900	Met Expectations
4	David Lee	EMP104	700	Good Effort
Total			\$4,300	

Prepared By

Reviewed By

Approved By

**Important Notes:**

- This report is confidential and intended for internal use only.
- Bonus distribution is based on the approved company policy and individual performance metrics.
- All amounts are subject to final review and authorization by the management.
- Any discrepancies should be reported to the HR or Finance department immediately.