

# 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.