

Project-Based Bonus Payment Format

Employee & Project Details

Employee Name	[Employee Full Name]
Employee ID	[Employee ID]
Department	[Department Name]
Project Title	[Project Name]
Project Period	[Start Date] to [End Date]
Project Manager / Lead	[Manager Name]

Bonus Payment Details

Bonus Amount	[Currency] [Amount]
Reason for Bonus	[Description of performance/achievement]
Payment Date	[Bonus Payment Date]
Approved By	[Approver Name & Designation]

Declaration & Acknowledgment

I, [Employee Full Name], acknowledge receipt of the above-stated project-based bonus in recognition of my contribution towards the successful completion of [Project Name]. I confirm that all project deliverables associated with the bonus have been met as per the expectations and guidelines set forth by the organization.

Employee Signature _____

Date _____

Important Notes:

- This bonus is directly tied to the completion and evaluation of the specified project.
- Eligibility and amount are determined as per company policies and management approval.
- Bonus payments are subject to applicable taxes and statutory deductions.
- This document should be retained for both employee and HR records.
- For any clarification, contact the HR department.