

Sales Incentive Bonus Document

Employee Information

Name	Jane Doe
Employee ID	SD-1024
Position	Sales Executive
Department	Sales
Period Covered	01 March 2024 – 31 March 2024

Incentive Bonus Calculation

Sales Target	\$40,000
Actual Sales Achieved	\$52,000
Bonus Percentage	10%
Incentive Bonus Earned	\$5,200

Terms & Conditions

- The incentive bonus applies only when the minimum sales target is achieved.
- Calculation is based on net sales, excluding returns and discounts.
- Bonuses are subject to applicable taxes and statutory deductions.
- All incentives are payable within 15 days after the end of the covered period.
- Management reserves the right to amend or cancel the incentive plan with notice.

Employee Acknowledgment

I acknowledge that I have read and understood the terms and conditions of the Sales Incentive Bonus as outlined in this document.

Employee Signature _____
Date _____ / _____ / 2024

Important Notes:

- Ensure the document is signed and filed for future reference.
- Always clarify terms, targets, and the calculation method with the concerned department.
- Retain supporting documents of sales achieved for verification.
- This document is not a contractual guarantee and may change without prior notice.