

# Standard Bonus Payment Sheet

Company Name	Acme Corporation
Department	Sales
Bonus Period	January 2024 - June 2024
Prepared By	Jane Smith
Date	July 5, 2024

## Bonus Payment Details

#	Employee Name	Employee ID	Position	Base Salary	Bonus Rate (%)	Bonus Amount	Remarks
1	Michael Lee	EMP1023	Sales Manager	\$6,000	12%	\$720	Exceeded target
2	Linda Gomez	EMP1042	Account Executive	\$4,300	10%	\$430	On target
3	Samir Patel	EMP1098	Sales Associate	\$3,500	6%	\$210	Improvement needed

## Summary

Total Employees	3
Total Bonus Paid	\$1,360

## Important Notes

- This sheet is a confidential company document; do not distribute without authorization.
- All bonus payments are subject to payroll deductions as per company and legal policies.
- Bonus eligibility and rates are determined based on individual and team performance review.
- Discrepancies should be reported to HR within 7 days of receiving this statement.