

Payroll Bonus Payment Approval

Company Name:	XYZ Corporation Pvt. Ltd.
Department:	Human Resources
Document No.:	PBPA-2024-07
Date:	2024-07-15

Employee Bonus Payment Details

Employee ID	Employee Name	Designation	Bonus Amount	Remarks
EMP1023	Alicia Reyes	Project Manager	\$3,000	Q2 Performance
EMP1078	Samuel Chen	Software Engineer	\$1,500	Spot Award
EMP1142	Maria Singh	HR Executive	\$1,200	Attendance Bonus

Summary

Total Employees Awarded:	3
Total Bonus Amount:	\$5,700

Approval Signatures

Prepared By
(Name & Designation)

Verified By
(Name & Designation)

Approved By
(Name & Designation)

Important Notes

- This document must be duly approved by authorized personnel before processing payment.
- All bonus calculations should comply with company policy and statutory regulations.
- Attach supporting documents or justification for each bonus payment.
- Maintain confidentiality of employee bonus information.