

# Monthly Bonus Calculation Format

## Employee Bonus Summary - June 2024

Employee Name	Employee ID	Department	Base Salary (\$)	Performance Rating	Bonus %	Bonus Amount (\$)
Jane Doe	E0123	Marketing	3,200	Excellent	15%	480
John Smith	E0456	Sales	2,800	Good	10%	280
Lisa Wong	E0723	Support	2,500	Satisfactory	5%	125

**Important Notes:**

- Bonus percentages are based on monthly performance ratings.
- Eligibility is subject to company policy and attendance standards.
- Bonus payment is processed in the subsequent month's payroll.
- This document must be reviewed and approved by department managers.
- All figures are in USD and subject to applicable tax deductions.