

XYZ Corp Pvt. Ltd.

# Attendance Bonus Payment Statement

Statement Date: June 30, 2024

## Employee Details

Employee Name	John Doe
Employee ID	EMP1928
Department	Production
Designation	Machine Operator
Period Covered	June 2024

## Attendance Summary

Total Working Days	26
Days Present	26
Days Absent	0
Late/Early Departure	0 Days

## Attendance Bonus Calculation

Description	Criteria	Amount (INR)
Full Month Attendance	Present all 26 days	1,000
Zero Late/Early Departure	No late comings/early leaves	500
<strong>Total Attendance Bonus</strong>		<strong>1,500</strong>

Payment Mode	Bank Transfer
Payment Date	July 4, 2024
Remarks	Congratulations on perfect attendance!

## Important Notes:

- This document serves as an official record of attendance-based bonus payment.
- The bonus amount is subject to company attendance policies and may vary month to month.
- Any discrepancy in the attendance record should be reported to the HR department within 7 days.
- This statement is system generated and does not require a physical signature.
- Attendance Bonus is taxable as per applicable laws.