

Performance Bonus Statement

Employee Information

Name:

[Employee Name]

Employee ID:

[Employee ID]

Designation:

[Job Title]

Department:

[Department]

Performance Period:

[Performance Period]

Date Issued:

[Date]

Bonus Calculation Details

Component	Description	Amount (USD)
Base Performance Bonus	Calculated as per company policy	[Amount]
Special Achievement	For exceeding targets	[Amount]
Other Adjustments	Applicable adjustments	[Amount]
Total Bonus		[Total Amount]

Acknowledgement

Employee Signature:

Date:

Important Notes

- The bonus amount provided is subject to applicable taxes and statutory deductions.
- This statement is for informational purposes and does not guarantee future bonuses.
- Eligibility and calculation of performance bonuses are governed by company policy.
- For questions, please contact the HR department.