Project Completion Bonus Payment Request

Date:
June 10, 2024

Project Name:
Website Redesign Implementation

Project Code/ID:
PROJ-RED-2024-07

Employee Name:
John Doe

Employee ID:
EMP2367

Department:
IT & Development

Project Start Date:
March 1, 2024

Project End Date:
May 28, 2024

Bonus Amount:
$2,000.00

Payment Method:
Bank Transfer

Remarks / Justification:
The above-named employee has successfully completed the assigned project on time and as per quality standards. Approval is sought for the disbursement of the project completion bonus as stipulated in the employment agreement.

Recommended by:
Jane Smith (Project Manager)

Approved by:
Michael Brown (HR Head)

Date of Approval:
June 9, 2024

Important Notes

- This document must be duly authorized before processing payment.
- All fields should be completed and verified for accuracy.
- The bonus amount should comply with internal HR policies.
- Attach supporting documents such as project completion certificate if required.
- Retain a copy for both HR and Finance records.