

Quarterly Bonus Payment Statement

For the Quarter Ended: **March 31, 2024**

Employee Details

Employee Name: Jane Doe
Employee ID: EMP0652
Department: Sales
Designation: Senior Account Manager

Bonus Calculation Details

Description	Criteria/Metric	Amount (USD)
Performance Bonus	Achievement: 98% of Target	1500.00
Attendance Bonus	Perfect Attendance	300.00
Team Achievement Bonus	Exceeded Q1 Group Goal	400.00
Total Quarterly Bonus		2200.00
Less: Applicable Taxes		330.00
Net Bonus Payable		1870.00

Payment Details

Payment Date: April 15, 2024
Payment Method: Bank Transfer
Bank Account (Last 4 digits): XXXX1234

Important Notes:

- This statement is for your records and reference only.
- All bonus calculations are based on company policies and submitted performance data.
- If you have any questions or believe there is an error, please contact HR within 7 days of issue.
- Bonuses may be subject to applicable statutory deductions as per local regulations.
- Retention of this document is recommended for tax and personal records.