

# Sales Bonus Payment Document

Document No: SBP/2024/015

Date: 2024-06-30

## Employee Details

Name: John Doe

Employee ID: 04523

Designation: Sales Executive

## Bonus Details

| Sales Period | Target Sales | Achieved Sales | Bonus Rate | Bonus Amount |
|--------------|--------------|----------------|------------|--------------|
| June 2024    | \$20,000     | \$25,500       | 5%         | \$1,275.00   |

## Approval

Prepared By:

Date:

Approved By:

Date:

## Important Notes

- Bonus payments are subject to company's sales policy and achievement verification.
- Tax and statutory deductions as applicable will be made from the bonus payment.
- This document should be retained for your records.
- Any discrepancies should be reported within 7 days of issue.