

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.