

# Acme Corporation Ltd.

123 Main Street, Suite 200, Cityville, Country  
Phone: (123) 456-7890 | Email: hr@acme.com

## BONUS PAYMENT STATEMENT

|                |                     |               |               |
|----------------|---------------------|---------------|---------------|
| Employee Name  | John A. Doe         | Employee ID   | EMP-10245     |
| Designation    | Senior Analyst      | Department    | Finance       |
| Payment Period | Jan 2024 - Dec 2024 | Date of Issue | June 24, 2024 |

| Description              | Amount (USD)    |
|--------------------------|-----------------|
| Annual Performance Bonus | 5,000.00        |
| Holiday Bonus            | 1,000.00        |
| Project Completion Bonus | 750.00          |
| Deductions (Tax, etc.)   | -1,250.00       |
| <b>Total Bonus Paid</b>  | <b>5,500.00</b> |

Authorized By: **Jane Smith**, HR Manager  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Important Notes:

- This statement is for reference purposes and should be retained for your records.
- If you have questions regarding your bonus calculation, please contact the HR department.
- Bonus payment is subject to applicable taxes and company policies.
- This document does not constitute an employment contract or guarantee future payments.