Performance Bonus Letter

We are pleased to award you a bonus as set out below.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Bonus

BONUS AMOUNT (₹)

PERFORMANCE PERIOD

PAYOUT DATE

Condition

◯ No condition ◯ Must be employed on payout date

The bonus is subject to income tax deducted at source. It is discretionary and does not set a precedent for future years.

Employee acknowledgement

☐ I acknowledge the bonus and its conditions.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE