|  |  |  |  |
| --- | --- | --- | --- |
| Certificate Number: |  | Date of Issue: |  |

Recipient Information

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Employee ID: | [Employment ID] | Position/Title: | [Position] |
| Department: | [Department] | Company Name: | [Company Name] |

Bonus Details

|  |  |  |  |
| --- | --- | --- | --- |
| Bonus Type: | ☐ Performance Bonus ☐ Annual Bonus ☐ Holiday Bonus ☐ Special Achievement Bonus ☐ Other | | |
| If Other, please specify: | | |
| Bonus Amount: | [Insert Amount] | Currency: ☐ USD ☐ EUR ☐ GBP ☐ Other | [Currency] [If other please specify] |
| Date of Bonus Award: | [Date[ |  |  |
| Reason for Bonus: |  | | |

Terms and Conditions

This Bonus Certificate is awarded to the above-named employee in recognition of their outstanding contributions and achievements. The bonus is subject to the following conditions:

1. **Bonus Payment:** The bonus amount stated above will be paid on the date specified or as part of the next payroll cycle.
2. **Taxation**: The recipient is responsible for any taxes or deductions applicable to this bonus as per local laws.
3. **Non-Transferable:** This bonus is non-transferable and is awarded solely to the recipient named above.
4. **Validity:** This certificate is valid as official documentation of the bonus awarded.
5. **Other Conditions:** [Continue writing here…]

Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Authorized Signatory: | Signature | Date: | [Date] |
| Designation: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Recipient’s Signature: |  | Date: |  |

Seal of the Company:

[Seal Here]

Notes:

* This certificate serves as formal recognition of the bonus awarded to the recipient.
* For any inquiries regarding this bonus, please contact [HR Department/Payroll Department] at [Phone Number] or [Email Address].