

HOLIDAY BONUS

[Company Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [00000]
Date: [MM/DD/YYYY]

RECIPIENT
[Employee Name]
[Employee ID / Department]
[Email Address]

PAYMENT INFORMATION
Status: Pending Approval
Disbursement: [Payroll/Check/Direct Deposit]

Description	Year	Amount
Annual Holiday Performance Bonus	[20XX]	\$0.00
Discretionary Longevity Award	-	\$0.00

Subtotal: \$0.00
Tax Withholding: (\$0.00)
Net Bonus Total: \$0.00

Happy Holidays! Thank you for your hard work and dedication this year.