

Bonus Tax Withholding Breakdown

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Summary of Bonus Payment

We are pleased to inform you that you have received a bonus payment for the period [Insert Period]. Below is the breakdown of the tax withholdings applied to your bonus.

Description	Amount
Gross Bonus Amount	[\$[Insert Gross Amount]]
Federal Income Tax Withholding	-\$[Insert Federal Amount]
State Income Tax Withholding	-\$[Insert State Amount]
Social Security Tax Withholding	-\$[Insert SS Amount]
Medicare Tax Withholding	-\$[Insert Medicare Amount]
Net Bonus Amount	[\$[Insert Net Amount]]

If you have any questions regarding your bonus payment or the tax withholding, please do not hesitate to contact [Insert Contact Information].

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]