

## Termination & Retrenchment Pay Slip

Employee Name:		Employee ID:	
Department:		Job Title:	
Date of Joining:		Termination Date:	
Length of Service:		Reason for Termination:	Retrenchment
Notice Period:		Payment Date:	

DESCRIPTION OF PAYMENT / DEDUCTION	CALCULATION / BASIS	AMOUNT
<b>1. Severance &amp; Termination Benefits</b>		
Retrenchment / Severance Pay		
Payment in Lieu of Notice		
Gratuity / Service Payment		
<b>2. Leave Encashment</b>		
Accrued Annual Leave Payout		
Other Accrued Leave Payout		
<b>3. Final Outstanding Salary</b>		
Pro-rata Basic Salary (Final Month)		
Arrears / Unpaid Wages		
Allowances / Commission		
<b>Gross Termination Pay</b>		
<b>4. Deductions</b>		
Income Tax / PAYE on Termination Pay		
Outstanding Employee Loans / Advances		
Company Property Damage / Non-return Fees		
Other Statutory Deductions		
<b>Total Deductions</b>		
<b>Net Termination Pay (A - B)</b>		

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Prepared By (HR/Payroll Representative)

Date:

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Acknowledged & Received By (Employee)

Date:

