

PAYROLL STATEMENT

Severance & Pay in Lieu of Notice

Company Name: _____

Date: _____

Address: _____

Pay Period: _____

EMPLOYEE INFORMATION

Employee Name: _____

Employee ID: _____

Department: _____

Job Title: _____

Hire Date: _____

Termination Date: _____

Length of Service: _____

Reason for Leaving: _____

1. SEVERANCE & NOTICE PAY EARNINGS

DESCRIPTION	CALCULATION BASIS / DETAILS	GROSS AMOUNT
Pay in Lieu of Notice		
Severance Pay		
Accrued Untaken Annual Leave		
Other Outstanding Entitlements		
Total Gross Pay (A)		

2. DEDUCTIONS

DESCRIPTION	RATE / BASIS	DEDUCTION AMOUNT
Income Tax		
Social Security / National Insurance		
Pension Contribution		
Other Deductions		
Total Deductions (B)		

3. NET PAY SUMMARY

Net Payment (A - B)	
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Prepared By (Payroll Officer)

Date: _____

Approved By (HR/Finance Manager)

Date: _____

Acknowledged By (Employee)

Date: _____