

RETRENCHMENT BENEFIT PAYROLL CALCULATION SHEET

Confidential

EMPLOYEE & EMPLOYMENT DETAILS

Employee Name		Employee ID	
Department		Job Title	
Date of Join		Date of Redundancy	
Length of Service (Years)		Length of Service (Months)	

SALARY & SERVICE PARAMETERS

Last Drawn Basic Salary		Fixed Allowances (Monthly)	
Retrenchment Benefit Rate		Notice Period Required	

BENEFIT CALCULATION BREAKDOWN

Description of Payout / Deduction	Calculation Basis / Formula Details	Amount
Severance / Retrenchment Benefit		
Payment in Lieu of Notice		
Unused Annual Leave Encashment		
Pro-rated 13th Month / AWS / Bonus		
Ex-Gratia Payment (If applicable)		
Other Outstanding Payments		
Gross Redundancy Package		
Tax Deductions / Tax Withholding		
Outstanding Loans / Advances Recovery		
Other Deductions		
Total Deductions		
NET RETRENCHMENT PAYOUT	Gross Package Less Total Deductions	

AUTHORIZATION & SIGN-OFF

Prepared By (HR / Payroll)

Date:

Reviewed & Approved By (Finance)

Date:

Employee Acknowledgment

Date:

Important Note: The calculations provided in this sheet are based on company policy, relevant collective agreements, and local employment laws. The employee's signature acknowledges receipt of this calculation sheet and the final payout amount, representing a full and final settlement of all dues related to redundancy.