

Post-Employment Gratuity Pay Statement

EMPLOYEE PROFILE

Employee Name		Employee ID	
Department		Job Title	
Date of Joining		Date of Leaving	
Reason for Leaving		Contract Type	

SERVICE PERIOD CALCULATION

Total Years		Total Months	
Total Days		Net Eligible Years	

SALARY BASIS FOR GRATUITY

Salary Component	Amount
Basic Salary	
Allowances (Eligible for Gratuity)	
Total Calculation Base Salary	

GRATUITY CALCULATION BREAKDOWN

Service Period Interval	Calculation Basis (Days per Year)	Rate / Factor	Amount
Gross Gratuity Amount			

DEDUCTIONS & ADJUSTMENTS

Description	Amount
Total Deductions	

FINAL SETTLEMENT SUMMARY

Gross Gratuity Payable	
Less: Total Deductions	
Net Gratuity Disbursed	

Prepared By (HR)

Date:

Approved By (Finance)

Date:

Employee Acknowledgment

Date: