

REDUNDANCY & GOLDEN HANDSHAKE

Payroll Schedule & Settlement Breakup

EMPLOYEE & CONTRACT DETAILS

Employee Name: _____ Employee ID: _____
Job Title: _____ Department: _____
Date of Joining: _____ Termination Date: _____
Years of Service: _____ Notice Period (Weeks): _____

PAYROLL CALCULATION BREAKDOWN

Payment Description	Gross Amount	Taxable Amount	Tax-Exempt Amount
Statutory Redundancy Pay			
Contractual Severance Pay			
Golden Handshake (Ex-Gratia)			
Payment in Lieu of Notice (PILON)			
Accrued Annual Leave / Outstanding Holiday			
Other Outstanding Entitlements / Bonuses			
Total Package Value			

DEDUCTIONS & NET PAY SUMMARY

Description	Amount
Total Gross Package	
Less: Income Tax Deductions	
Less: Social Security / National Insurance Contributions	
Less: Other Statutory / Contractual Deductions	
NET PAYOUT AMOUNT	

BANK DETAILS FOR DISBURSAL

Bank Name: _____ Account Number: _____
Sort Code / BIC: _____ IBAN / SWIFT: _____

Prepared By (Payroll Officer)

Date:

Approved By (HR / Finance Director)

Date:

Employee Acknowledgement

Date:

This document serves as an attachment to the signed Compromise / Settlement Agreement and outlines the final financial terms.