

Separation Package Payroll Calculation Template

EMPLOYEE & SEPARATION DETAILS

Employee Name		Employee ID	
Job Title		Department	
Date of Joining		Date of Separation	
Length of Service		Reason for Separation	

1. SEPARATION BENEFITS & EARNINGS

Description / Component	Rate / Basis	Factor / Days	Total Amount
Severance / Retrenchment Pay			
Payment in Lieu of Notice			
Accrued Annual Leave Encashment			
Gratuity / Service Payment			
Ex-Gratia Payment			
Pro-rata Bonus / 13th Month Pay			
Other:			
Gross Separation Package (A)			

2. DEDUCTIONS & RECOVERIES

Description / Component	Total Amount
Withholding Income Tax	
Outstanding Company Loan / Advances Recovery	
Non-Returned Company Property / Asset Penalties	
Social Security / Provident Fund Deductions	
Other Deduction:	
Total Deductions (B)	

Gross Separation Pay (A)	
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Total Deductions (B)	
Net Settlement Payable (A - B)	

Prepared By (Payroll Specialist)

Date:

Verified By (HR Manager)

Date:

Approved By (Authorized Signatory)

Date: