

SEVERANCE & RETRENCHMENT PAYROLL SHEET

Employee Name

Employee ID

Department

Designation

Date of Joining

Date of Retrenchment

Length of Service

Payment Date

Description	Amount
1. Severance & Termination Benefits	
Severance Pay (Based on Years of Service)	
Notice Pay (In Lieu of Notice Period)	
Accrued Unused Leave Encashment	
Gratuity / Ex-Gratia Payment	
Outstanding Regular Salary (Pro-rata)	
Other Benefits / Allowances	
Gross Severance Amount (A)	
2. Deductions	
Income Tax / Tax on Severance Pay	
Outstanding Company Loans / Advances	
Asset Damage or Non-returned Items Charge	
Other Statutory/Standard Deductions	
Total Deductions (B)	
Net Payable Amount (A - B)	

Prepared By
(HR / Payroll Officer)

Approved By
(Finance / Management)

Acknowledged By
(Employee Signature)