

# TERMINATION GRATUITY & FINAL PAY WORKSHEET

## EMPLOYEE PROFILE & EMPLOYMENT DATES

Employee Name	
Employee ID	
Department	
Designation	

Date of Joining	
Date of Termination	
Total Service (Years)	
Reason for Leaving	

## SALARY BASIS FOR GRATUITY

Last Drawn Basic Salary	
Allowances (Eligible for Gratuity)	
Total Calculation Base Salary	

## END OF SERVICE GRATUITY CALCULATION

Service Period Benefit Breakdown	No. of Days/Year	Service (Years)	Amount
First 5 Years of Service			
Service Beyond 5 Years			
Gratuity Reduction (if resignation rules apply)			
<b>Total Accrued Gratuity</b>			

## FINAL MONTH PAYROLL & OTHER CREDITS

Description	Amount Credit
Pending Salary (Current Month/Partial Period)	
Unused Leave Encashment (Days: ___ )	
Notice Period Compensation (if applicable)	
Other Allowances / Pending Expense Claims	
<b>Total Credits</b>	

## DEDUCTIONS

Description	Amount Debit
Outstanding Loans / Advances	
Notice Period Shortfall (Days: ____ )	
Unreturned Assets / Company Property Penalties	
Other Deductions (Taxes / Legal)	
<b>Total Deductions</b>	

## FINAL SETTLEMENT SUMMARY

Total Gratuities Accrued	
Plus: Total Payroll & Other Credits	+
Less: Total Deductions	-
<b>NET PAYABLE AMOUNT</b>	

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Prepared By (HR Specialist)  
Date:

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Approved By (Finance Manager)  
Date:

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Acknowledged By (Employee)  
Date: