

EMPLOYEE SEVERANCE & GRATUITY PAY CALCULATOR

End of Service Settlement Statement

EMPLOYEE & EMPLOYMENT DETAILS

Employee Name		Employee ID	
Department		Job Title	
Date of Joining		Date of Termination	
Total Service (Years)		Reason for Separation	

SALARY & COMPENSATION DETAILS

Basic Monthly Salary		Housing Allowance	
Transport Allowance		Other Fixed Allowances	
Total Eligible Base Salary		Daily Wage Base	

GRATUITY & SEVERANCE CALCULATIONS

DESCRIPTION	SERVICE PERIOD	CALCULATION FACTOR (DAYS/YR)	AMOUNT PAYABLE
Gratuity - Initial Service Bracket (e.g., First 5 Years)			
Gratuity - Secondary Service Bracket (e.g., Exceeding 5 Years)			
Severance Pay / Redundancy Compensation			
Notice Period Pay (In lieu of Notice)			
Unused Leave Encashment			
Other Adjustments / Additions			

DEDUCTIONS & RECOVERIES

DEDUCTION DESCRIPTION	AMOUNT DEDUCTED
Outstanding Loans / Company Advances	
Asset Liabilities / Non-Returned Property	
Excess / Unearned Leave Taken	

DEDUCTION DESCRIPTION	AMOUNT DEDUCTED
Other Statutory / Internal Deductions	

Total Gross Gratuity & Severance Benefits
Total Deductions & Recoveries
NET END OF SERVICE PAYABLE

Prepared By (HR Specialist)

Approved By (Finance / Management)

Acknowledged By (Employee)