

Gratuity Settlement & Exit Payroll Form

**EMPLOYEE INFORMATION**

Employee Name		Employee ID	
Department		Designation	
Date of Joining		Last Working Date	
Reason for Leaving		Length of Service	

**SALARY DETAILS (FOR GRATUITY BASE)**

Last Basic Salary		Allowances	
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**GRATUITY CALCULATION**

Description	Calculation Basis	Amount
Gratuity for initial period		
Gratuity for remaining period		
<b>Total Gratuity Accrued</b>		

**FINAL MONTH & EXIT PAYROLL STATEMENT**

Earnings / Additions		Deductions / Recoveries	
Final Month Pro-rata Salary		Notice Period Recovery	
Unutilized Leave Encashment		Pending Loans / Advances	
Pending Expense Claims		Asset Damage / Non-Return	
Notice Period Pay (if applicable)		Other Deductions	
Other Earnings			
<b>Total Payroll Additions</b>		<b>Total Deductions</b>	

**FINAL SETTLEMENT SUMMARY**

<b>Total Gratuity Amount (+)</b>	
<b>Total Payroll Additions (+)</b>	
<b>Total Deductions (-)</b>	
<b>NET PAYABLE AMOUNT</b>	

I hereby acknowledge that the above statement represents a full and final settlement of all dues, salaries, gratuity, leave balances, and benefits owed to me by the

company. Upon receipt of the net payable amount, I release the company from any further liabilities or claims arising from my employment.

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Prepared By (HR/Payroll)

Date:

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Reviewed & Approved By (Finance)

Date:

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Employee Acceptance (Signature)

Date: