

## Redundancy & Retrenchment Benefit Statement

### EMPLOYEE & EMPLOYMENT DETAILS

Employee Name:	.....	Employee ID:	.....
Department:	.....	Job Title:	.....
Date of Join:	.....	Termination Date:	.....
Length of Service:	.....	Notice Period:	.....

### REDUNDANCY BENEFIT CALCULATIONS

Description	Calculation Basis	Amount
Severance / Redundancy Pay		
Payment in Lieu of Notice		
Accrued Unused Annual Leave		
Pro-rata Gratuity / Bonus		
Other Outstanding Payments		
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Gross Redundancy Benefit		

### DEDUCTIONS

Description	Details	Amount
Income Tax / Withholding Tax		
Company Loans / Advances Recovery		
Other Deductions		
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Total Deductions		

### NET PAY SUMMARY

**NET REDUNDANCY PAYOUT**

\_\_\_\_\_  
Authorized Representative Signature  
Date:

\_\_\_\_\_  
Employee Signature (Acknowledgment of Receipt)  
Date: