

# Automated Gratuity Calculation Sheet

Employee Name	John Doe	Employee ID	EMP12345
Designation	Senior Accountant	Department	Finance
Date of Joining	01-Jan-2017	Date of Leaving	15-Apr-2024

Particulars	Details
Total Years of Service	7 Years 3 Months
Last Drawn Basic Salary	\$3,000 / Month
Dearness Allowance (if applicable)	\$500 / Month
Total Salary (for calculation)	\$3,500 / Month

Gratuity Calculation	
Years of Service Considered	7 (Rounded Down)
Formula	Gratuity = (Basic + DA) ÷ 15 ÷ No. of Years / 26
Calculated Gratuity Amount	\$14,423.08

Prepared By:

Jane Smith

Date:

20-Apr-2024

## Important Notes:

- Gratuity calculations are subject to applicable country laws and organizational policy.
- Only continuous years of completed service are considered for calculation.
- Any leave without pay exceeding prescribed limits may affect years of service.
- Employees dismissed for misconduct may not be eligible for gratuity.
- This document is system-generated and does not require signature.