

Detailed Gratuity Calculation Statement

Employee & Payroll Information

Employee Name	John Doe	Employee Code	EMP12345
Department	Payroll	Designation	Payroll Executive
Date of Joining	15-Mar-2018	Date of Leaving	30-Jun-2024
Last Drawn Basic Salary	\$2,800		

Gratuity Calculation

Particulars	Value
Total Years of Service	6 years, 3 months
Eligible Service (Rounded Down)	6 years

Gratuity Formula:

Gratuity = Last Drawn Basic Salary ÷ 15/26 ÷ No. of completed years

Step	Amount
Last Drawn Basic Salary	\$2,800
Multiply by 15 / 26	\$1,615.38
Multiply by Years (6)	\$9,692.31
Total Gratuity Payable	\$9,692.31

Important Notes:

- Gratuity is calculated based on the last drawn basic salary and completed years of service.
- Only full years of service are considered for calculation; any fraction is ignored.
- This statement is for record-keeping and verification purposes.
- Subject to change as per prevailing laws and company policy at the time of final settlement.
- Taxes, if applicable, will be deducted as per statutory rules.