

Gratuity Payment Calculation Statement

Employee Details

Name	John Doe	Employee ID	EMP12345
Department	Finance	Designation	Senior Accountant
Date of Joining	01/04/2015	Date of Leaving	31/03/2024

Gratuity Calculation

Description	Value
Last Drawn Salary (Basic + DA)	₹135,000
Total Years of Service	9 Years
Gratuity Formula	(15/26) — Last Drawn Salary — No. of Years Completed
Gratuity Amount Payable	₹1,81,731

Payment Details

Bank Name	ABC Bank
Account Number	XXXXXXX7890
Payment Date	10/04/2024

Important Notes

- Gratuity is calculated as per the Payment of Gratuity Act, 1972.
- Only the years of completed service are considered; part years exceeding six months are rounded up.
- The maximum limit of gratuity payable is subject to statutory limits as per applicable law.
- This statement should be reviewed and signed by the employee and the authorized HR personnel.
- For any discrepancy or clarification, contact the HR department within 15 days of receipt.