

Monthly Payroll Gratuity Calculation Statement

Employee Details

Employee Name	Jane Doe
Employee ID	EMP2024057
Department	Finance
Designation	Senior Accountant
Date of Joining	2018-02-10
Date of Exit	2024-06-30

Gratuity Calculation

Earnings Considered for Gratuity	\$2,500
Completed Years of Service	6
Formula	[Monthly Basic Pay \times 15 \times Years of Service] / 26
Gratuity Amount	$\$2,500 \times 15 \times 6 / 26 = \mathbf{\$8,654}$

Approval

Prepared By	Payroll Officer
Date	2024-06-30
Approved By	HR Manager
Signature	_____

Important Notes:

- Gratuity calculation is based on the latest salary and completed years of continuous service.
- Only employees who have completed at least 5 years of service are eligible for gratuity, except in case of death or disablement.
- The actual amount may be subject to statutory changes or company policy.
- This document should be reviewed and signed by authorized personnel before final payment.