

# 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 ÷ 15 ÷ Years of Service] / 26
Gratuity Amount	\$2,500 ÷ 15 ÷ 6 / 26 = <b>\$8,654</b>

## 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.