

Standard Gratuity Calculation Statement

Employee Name	John Doe
Employee ID	EMP123456
Department	Finance
Designation	Senior Accountant
Date of Joining	10-Feb-2015
Date of Leaving	15-Jun-2024
Total Years of Service	9 Years 4 Months
Last Drawn Basic Salary	₹50,000
Dearness Allowance (if applicable)	₹5,000

Gratuity Calculation

Formula Used	Gratuity = (Basic + DA) ÷ 15 ÷ No. of years of service / 26
Computation	(₹50,000 + ₹5,000) ÷ 15 ÷ 9 / 26 = ₹2,90,769.23
Eligible Gratuity Amount	₹2,90,769

Payout Details

Payment Method	Bank Transfer
Bank Account No.	XXXXX1234
Payment Date	30-Jun-2024

Important Notes

- Gratuity is calculated as per the Payment of Gratuity Act, 1972.
- Only completed years of service are considered for gratuity calculation.
- The statutory maximum limit for gratuity payment applies as per government rules.
- If any days in the final year is more than 6 months, then it is considered as a full year.
- This statement should be kept confidential and used only for payroll purposes.