

Year-End Gratuity Statement

For the Period: 01 January 2023 - 31 December 2023

Employee Details

Employee Name	John Doe	Employee ID	EMP-10234
Designation	Senior Analyst	Department	Finance
Date of Joining	03 March 2018	Date of Statement	31 December 2023

Gratuity Calculation Details

Description	Amount (USD)
Last Drawn Basic Pay (Monthly)	3,500.00
Total Years of Service	5.8
Number of Gratuity Eligible Days Per Year	21
Gratuity Payable (As per policy)	16,275.00
Total Gratuity Payable	16,275.00

Year-End Gratuity Statement Summary

Total Gratuity Accrued Till Date	16,275.00
Gratuity Paid (if any)	0.00
Balance Gratuity Payable	16,275.00

Important Notes

- This statement is issued for information purposes only and does not constitute a final settlement.
- Gratuity calculation is based on company policy and prevailing labor laws.
- Final payment is subject to clearance of all dues and exit formalities, if applicable.
- Contact the Human Resources department for any corrections or clarifications within 30 days.
- Tax deductions, if any, will be as per legal requirements at the time of payment.