

Monthly Leave Encashment Statement

Employee Name:
John Doe

Employee ID:
EMP12345

Department:
Human Resources

Designation:
HR Manager

Pay Period:
June 2024

Date of Statement:
30/06/2024

Leave Encashment Details

Description	Days	Rate per Day	Amount (INR)
Opening Leave Balance	18	-	-
Leaves Availed This Month	2	-	-
Leave Days Encashable	3	2,000	6,000
Total Encashment Payable			6,000

Remarks:
Leave encashment as per company policy for the month of June 2024.

Authorized By:
Jane Smith, HR Head

Important Notes

- This statement is generated based on company leave encashment policy and the available leave balance.
- Employee must verify the details and report discrepancies to HR within 7 days.
- Encashment is subject to tax deduction as per applicable laws.
- Only eligible leave types are considered for encashment.
- This is a system-generated document and does not require a physical signature.