

# Year-End Leave Encashment Report

Reporting Period: 1 Jan 2023 – 31 Dec 2023

Company Name: ABC Corporation Pvt. Ltd.

Department: Human Resources

Date of Report: 31 Dec 2023

## Employee Leave Encashment Summary

Employee ID	Name	Designation	Opening Balance (Days)	Leave Accrued (Days)	Leave Availed (Days)	Encashment Approved (Days)	Encashment Amount
EMP001	Alice Johnson	Manager	10	18	12	8	\$1,600
EMP002	Bob Smith	Analyst	7	15	10	6	\$900
EMP003	Clara Lee	Executive	5	14	9	5	\$650

## Notes

- This report reflects leave encashment details for all eligible employees as of the year-end.
- Encashment calculation is based on company leave policy and last drawn basic salary.
- Only approved leave encashment is included in the summary above.
- Employees are advised to retain this report for their personal records.
- For clarifications or corrections, please contact HR within 10 working days of this report date.