

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.