

Employee Gratuity Calculation Sheet

Employee Details

Employee Name	John Doe	Employee ID	EMP-12345
Designation	Senior Analyst	Department	Finance
Date of Joining	12-Aug-2017	Date of Leaving	24-May-2024

Gratuity Calculation

Description	Value
Last Drawn Basic Salary (Monthly)	\$2,500
Total Completed Years of Service	6 Years 9 Months (Considered as 7 years)
Gratuity Calculation Formula	$(\text{Basic Salary} \times 15 \times \text{Years of Service}) / 26$
Calculated Gratuity Amount	\$10,096

Summary

Total Gratuity Payable	\$10,096
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Important Notes:

- Gratuity is typically payable only after a minimum of five years of continuous service.
- Maximum gratuity payable may be subject to statutory ceilings as per prevailing laws.
- Calculation shown above follows the standard formula; variations may apply depending on organizational policy or local regulations.
- This document is for reference only and must be cross-verified by the HR or Payroll department.
- Tax treatment on gratuity amount may vary; consult a tax professional for guidance.