

Final Settlement Gratuity Statement

For the period ended: 31 May 2024

Employee Name	John Doe	Employee ID	EMP123456
Designation	Senior Accountant	Department	Finance
Date of Joining	15 March 2017	Date of Leaving	30 April 2024
Total Service Period	7 Years 1 Month	Last Drawn Salary (Basic)	\$2,500

Description	Amount (\$)
Gratuity Payable	8,413.46
Deductions (if any)	0.00
Total Payable Amount	8,413.46

Authorized Signatory

Date: 31/05/2024

Important Notes:

- This statement is valid only after verification and approval from the HR & Accounts Department.
- Gratuity is calculated as per the prevailing Gratuity Act and company policies at the time of settlement.
- All claims should be raised within 30 days of receipt of this statement.
- Any dues or recoveries not listed above may be claimed or notified separately by the company.