

# Gratuity Disbursement Approval Document

[Company/Organization Name]

Date: \_\_\_\_\_

## Employee Details

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Joining:

Date of Leaving:

## Gratuity Details

Total Service Period: \_\_\_\_\_

Last Drawn Salary: \_\_\_\_\_

Eligible Gratuity Amount: \_\_\_\_\_

Approved Gratuity Amount:

Disbursement Method:

### Bank Account Details:

### Approval Comments (if any)

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**Prepared By**

Approved By

## Important Notes:

- This document must be reviewed and approved by authorized personnel before disbursement.
- Ensure all employee and gratuity details are accurate to avoid processing delays.
- Maintain this document for audit and compliance purposes.
- Disbursement should be in accordance with company policy and statutory regulations.