

# Gratuity Entitlement Declaration Form

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## Employee Details

Full Name

Enter full name

Employee ID

Enter employee ID

Department

Enter department

Date of Joining

Date of Leaving (if applicable)

Contact Number

Enter contact number

Email Address

Enter email address

## Gratuity Details

Last Drawn Salary

Enter amount

Total Years of Service

Details of Previous Claims (if any)

Enter details or N/A

## Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I confirm that I have not concealed any material information pertaining to my gratuity entitlement. I understand that any false declaration may render me ineligible for gratuity payment and may invite disciplinary/legal action.

Place

Enter place

Date

Signature of Employee

(For manual submission)

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## Important Notes

- Eligibility for gratuity is subject to completion of the minimum continuous service as per company policy and governing laws.
- All information must be supported by relevant documents during submission.
- Gratuity amount calculation is based on the last drawn salary and completed years of service.
- Any discrepancies or false details may lead to cancellation of the claim and possible legal action.
- This form must be submitted to the HR department for verification and approval.