

# Gratuity Payment Acknowledgement Receipt

## Employee & Payment Details

Employee Name	: John Doe
Employee ID	: EMP12345
Designation	: Senior Executive
Department	: Human Resources
Date of Joining	: 15 March 2015
Date of Leaving	: 30 June 2024
Total Years of Service	: 9 Years 3 Months
Gratuity Payment Amount	: INR 6,00,000 (Rupees Six Lakhs Only)
Date of Payment	: 02 July 2024
Mode of Payment	: Bank Transfer

## Acknowledgement

I, **John Doe**, hereby acknowledge the receipt of the gratuity amount as detailed above from **ABC Company Pvt. Ltd.** The payment has been received in full and final settlement of all gratuity dues in accordance with the current gratuity laws and company policy.

I confirm that I have no further claims towards gratuity or any related dues with respect to my employment tenure till my last working day as mentioned above.

\_\_\_\_\_  
Signature of Employee

Name: John Doe  
Date: 02 July 2024  
\_\_\_\_\_

Authorized Signatory

For: ABC Company Pvt. Ltd.  
Date: 02 July 2024

## Important Notes:

- This acknowledgement serves as proof of payment and acceptance of gratuity dues.
- It is advisable to retain the receipt for future reference and legal compliance.
- Ensure all particulars, including payment details and dates, are correct before signing.
- Any outstanding issues should be resolved with HR before acceptance of this receipt.
- This document may be referred to in case of any disputes regarding gratuity payment.