

Gratuity Settlement Statement

Date: 2024-06-20

Reference No: GS/2024/0678

Company Logo

Employee Details

Name: John Doe

Employee ID: EMP00543

Designation: Senior Accountant

Date of Joining: 2015-03-01

Date of Leaving: 2024-06-15

Department: Finance

Bank Transfer Information

Bank Name: ABC Bank

Account Holder Name: John Doe

Account Number: XXXX-XXXX-XX1234

IFSC / SWIFT Code: ABCD0123456

Transfer Date: 2024-06-20

Gratuity Settlement Details

Description	Amount (INR)
Gratuity Amount	â,¹ 350,000
Tax Deducted at Source (TDS)	- â,¹ 15,000
Other Deductions	- â,¹ 0
Net Amount Transferred	â,¹ 335,000

Important Notes

- This settlement statement is issued as proof of gratuity disbursement to the employee's bank account.
- Please verify the bank account information provided.
- The net amount is subject to deductions as per applicable laws and company policy.
- Retain this document for your records and future reference.
- Contact HR or Payroll department for any clarification regarding this statement.

Authorized By: **Jane Smith** | HR Manager

Signature: _____