



Gratuity Summary Statement

Date of Issue: 2024-07-01

Employee Details

Employee Name	John Doe
Employee ID	EMP00123
Designation	Senior Manager
Department	Finance
Date of Joining	2010-03-15
Date of Retirement	2024-06-30

Gratuity Details

Last Drawn Basic Salary	\$5,000
Total Years of Service	14 years 3 months
Gratuity Formula Used	Basic Salary \times 15/26 \times No. of Completed Years
Calculated Gratuity Payable	\$40,385
Tax Deducted	\$0
Net Amount Payable	\$40,385
Payment Mode	Bank Transfer
Bank Account Details	XXXXXXXXXXXX1234 (ABC Bank)

Remarks

We extend our sincere gratitude for your valuable service, dedication, and commitment to the organization. We wish you a fulfilling retirement.

Authorized Signatory

Date: 2024-07-01

Important Notes

- This statement is issued as a confirmation of gratuity settlement upon retirement.
- Employees are advised to verify all details and contact HR in case of discrepancies.
- Gratuity calculation is subject to prevailing company policies and statutory regulations.
- Tax treatment depends on applicable local laws at the time of payment.
- This document should be retained for future reference and record keeping.

