

Monthly Gratuity Payment Statement

For the Month of June 2024

Employee Name	John Doe	Employee ID	EMP12345
Department	Human Resources	Designation	HR Manager
Date of Joining	15-08-2014	Date of Payment	30-06-2024

Description	Amount (INR)
Basic Salary (Last Drawn)	45,000
Dearness Allowance (DA)	10,000
Total Salary Considered	55,000
Completed Years of Service	10
Gratuity Payable (Based on Formula: (Basic + DA) x 15/26 x No. of Years)	3,17,308

Bank Details	ABC Bank, A/C: XX5271, IFSC: ABCD0123456
Payment Reference No.	GRAT/JUNE/2024/0034

Authorized Signatory		Date	30-06-2024
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Important Notes:

- This document serves as a formal record of monthly gratuity payment made to the employee for the specified period.
- Gratuity calculation is as per applicable laws and company policy; please refer to your HR department for further clarification.
- Ensure bank details are correct to avoid payment delays or errors.
- This statement should be securely stored by the employee for future reference or any statutory requirements.
- Contact the Accounts or HR Department for any queries regarding this statement.