

# Standard Gratuity Payment Statement

Statement Number: GRAT/2024/045

Date of Issue: 2024-06-15

## EMPLOYEE DETAILS

Employee Name: Mr. Rohan Mehta  
Employee ID: EMP10432  
Designation: Senior Manager  
Department: Finance  
Date of Joining: 2012-03-20  
Date of Relief: 2024-05-31

## GRATUITY PAYMENT DETAILS

Particulars	Amount
Last Drawn Salary (Basic + DA)	₹ 56,000
Total Completed Years of Service	12 Years
Gratuity Calculation	₹ 388,800
Deductions (if any)	₹ 0
Total Net Gratuity Payable	₹ 388,800

Mode of Payment: Bank Transfer

Date of Payment: 2024-06-18

## DECLARATION

I hereby acknowledge the receipt of the gratuity amount as detailed above and confirm that the settlement has been made as per the company policy under the Payment of Gratuity Act, 1972.

Employee Signature:

Date:

Authorized Signatory:

Date:

## IMPORTANT NOTES

- This statement is issued as per the provisions of the Payment of Gratuity Act, 1972.
- Settlement is subject to verification of all service records and company policies.
- Any tax deduction applicable will be as per prevailing laws.
- Please retain this document for your record and future reference.