

Proforma for Leave Encashment Calculation

Date: 15 June 2024

To,

The HR Manager
XYZ Company Pvt. Ltd.
Mumbai, Maharashtra

Subject: Leave Encashment Calculation Letter

Dear Sir/Madam,

This is to certify that Mr./Ms. [Employee Name], Employee Code [XXXXX], has served in our organization from [Joining Date] to [Last Working Date], and was eligible for Leave Encashment as per company policy. Please find below the calculation for leave encashment:

Description	Details
Total Earned Leave Balance	22 days
Last Drawn Basic Salary (per month)	â,140,000
Last Drawn Dearness Allowance	â,110,000
Total (Basic + DA)	â,150,000
Last Drawn Daily Salary (Total/30 Days)	â,1,666.67
Encashable Leave Days	22
Leave Encashment Amount (Daily Salary Ã— Leave Days)	â,136,666.74

This calculation is made as per the applicable rules and policies of the organization.

For XYZ Company Pvt. Ltd.

Authorized Signatory

- Leave encashment is subject to verification of leave balance and policy eligibility.
- The calculation above is based on the last drawn basic pay and dearness allowance.
- This proforma is for reference and record; actual payment may vary due to tax and statutory deductions.
- Ensure all supporting documents and approvals are attached with this proforma.
- Contact the HR department for any discrepancy or clarification regarding calculations.