

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) | ₹ 140,000 |
| Last Drawn Dearness Allowance | ₹ 10,000 |
| Total (Basic + DA) | ₹ 150,000 |
| Last Drawn Daily Salary (Total/30 Days) | ₹ 1,666.67 |
| Encashable Leave Days | 22 |
| Leave Encashment Amount (Daily Salary - Leave Days) | ₹ 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.