

# Annual Gratuity Computation Worksheet

<b>Employee Name</b>	John Doe	<b>Employee ID</b>	EMP123456
<b>Department</b>	Finance	<b>Designation</b>	Account Manager
<b>Date of Joining</b>	01-Jan-2018	<b>Date of Exit</b>	31-Dec-2023
<b>Total Years of Service</b>	6	<b>Last Drawn Basic Salary</b>	\$2,500.00

## Gratuity Computation

Computation Item	Details	Value (USD)
Eligible Service Years	6	-
Last Drawn Basic Salary (per month)	-	2,500.00
Gratuity Formula (21 days salary per year)	$[(\text{Basic Salary} / 30) \times 21] \times \text{Eligible Years}$	$[\$2,500 / 30 \times 21] \times 6 = \$10,500.00$
<b>Total Gratuity Payable</b>		<b>\$10,500.00</b>

## Important Notes

- This worksheet is provided as a reference for annual gratuity calculation and may be subject to company policy and applicable labor laws.
- Gratuity computation formulas vary depending on jurisdiction and employment contracts.
- Partial service years may be rounded as per company or statutory guideline.
- Final eligibility and payment are determined after management and HR review.
- Any deductions or tax implications should be verified with payroll or finance department.