

Annual Gratuity Computation Worksheet

Employee Name	John Doe	Employee ID	EMP123456
Department	Finance	Designation	Account Manager
Date of Joining	01-Jan-2018	Date of Exit	31-Dec-2023
Total Years of Service	6	Last Drawn Basic Salary	\$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)	$[(\text{Basic Salary} / 30) \times 21] \times \text{Eligible Years}$	$[\$2,500 / 30 \times 21] \times 6 = \$10,500.00$
Total Gratuity Payable		\$10,500.00

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.