

ABC Company Ltd.

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Employee Gratuity Settlement Sheet

Date: 2024-06-12

Settlement Ref No: GS-00214

Employee Details

Employee Name	John Doe	Employee ID	EMP1456
Department	Finance	Designation	Senior Accountant
Date of Joining	2017-03-10	Date of Leaving	2024-05-28
Total Service Period	7 Years, 2 Months, 18 Days		

Gratuity Calculation

Description	Amount
Last Drawn Basic Salary	USD 2,500.00
Number of Years Completed	7
Gratuity Payable per Year (as per applicable law)	USD 2,500.00 x 21 / 30 = USD 1,750.00
Total Gratuity Payable	USD 12,250.00
Deductions (if any)	USD 0.00
Net Payable Gratuity	USD 12,250.00

Employee Signature

Date: _____

HR Manager

Date: _____

Important Notes

- This settlement sheet is prepared as per company gratuity policy and in compliance with applicable laws.
- Figures shown are provisional, subject to audit and statutory compliance.
- Employee must clear all dues and company property before final settlement.
- Any discrepancies should be reported to the HR department within 7 days of receipt.
- This document should be duly signed by both parties for record and future reference.