

# Gratuity Calculation Statement

Date: 20 June 2024  
Reference No.: GRATUITY/2024/0123

## Employee Information

Name	John Doe	Employee ID	EMP4567
Designation	Senior Accountant	Department	Finance
Date of Joining	15 Jan 2014	Date of Leaving	10 June 2024

## Gratuity Calculation Details

Particulars	Amount / Years
Last drawn basic salary (+ Dearness Allowance)	₹ 46,000
Total completed years of service	10 years
Gratuity formula	(Basic Salary - 15 ÷ Years of Service) / 26
Gratuity Amount	(₹ 46,000 - 15 ÷ 10) / 26 = ₹ 2,65,385

**Total Gratuity Payable: ₹ 2,65,385**

## Disbursement Details

Payment Mode	Bank Transfer	Bank Account No.	XXXXXX9876
Expected Payment Date	30 June 2024	Authorized By	Anita Singh (HR Manager)

## Important Notes

- Gratuity calculation is as per the Payment of Gratuity Act, 1972.
- Maximum gratuity payable as per current law is ₹ 20,00,000.
- Any outstanding dues will be deducted prior to disbursal.
- This statement is generated for employee reference and official records.
- Contact HR for any queries or clarifications regarding the calculation.