

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)	â,¹ 46,000
Total completed years of service	10 years
Gratuity formula	(Basic Salary \times 15 \times Years of Service) / 26
Gratuity Amount	(â,¹ 46,000 \times 15 \times 10) / 26 = â,¹ 2,65,385

Total Gratuity Payable: â,¹ 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 â,¹ 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.