

Gratuity Pay Slip

Company Name: ABC Pvt. Ltd.
Company Address: 123, Business Park, City, Country
Payslip Date: 30 June 2024
Payslip No: GR-2024-001

Employee Name: John Doe
Employee ID: E12345
Department: Finance
Designation: Senior Accountant
Date of Joining: 01 April 2016
Date of Leaving: 31 March 2024
Total Years of Service: 8 Years

Description	Amount (INR)
Last Drawn Basic Salary	â,150,000
Eligible Gratuity Pay	â,11,92,307
Tax Deducted (If Any)	â,10
Total Gratuity Paid	â,11,92,307

Authorized Signatory

Date: 30 June 2024

Important Notes:

- Gratuity is paid as per the applicable Gratuity Act and company policy.
- Eligibility requires a minimum of 5 years of continuous service, subject to exceptions.
- Tax exemption on gratuity is as per prevailing income tax laws.
- Employees are advised to keep this slip for future reference and income tax purpose.
- For any discrepancies, contact the HR department within 30 days of receipt.