

# Employee Payslip Receipt Confirmation Sheet

## Employee Information

Employee Name	John Doe
Employee ID	EMP001234
Department	Finance
Designation	Accountant
Pay Period	June 2024

## Payslip Summary

Basic Salary	\$1,800.00
Allowances	\$200.00
Deductions	\$120.00
Net Pay	\$1,880.00

## Confirmation

I hereby acknowledge that I have received my payslip for the above-mentioned pay period and confirm that the details provided in the payslip are correct to the best of my knowledge.

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Employee Signature & Date

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HR/Admin Signature & Date

## Important Notes:

- This confirmation sheet serves as proof of payslip receipt by the employee.
- Employees should verify all details before signing the document.
- Keep a signed copy on file for company audit and statutory compliance.
- Report any discrepancies in the payslip to HR within 3 working days.