

# Printed Payslip Receipt Acknowledgement Form

For Payroll Distribution and Record Purposes

## Employee Details

Employee Name \_\_\_\_\_  
Employee ID \_\_\_\_\_  
Department \_\_\_\_\_  
Designation \_\_\_\_\_  
Pay Period \_\_\_\_\_  
Date Issued \_\_\_\_\_

## Acknowledgement

I, the undersigned, hereby acknowledge receipt of my printed payslip for the above-mentioned pay period. I have reviewed the contents and confirm that I have received the document in good order.

Employee Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Received By (HR/Payroll):

\_\_\_\_\_

Date:

\_\_\_\_\_

## Important Notes

- This form serves as an official record of payslip distribution.
- Any discrepancy in the payslip must be reported to HR immediately.
- Keep a copy of this acknowledgment for your personal records.
- The signature confirms employee's receipt of the payslip only, not the agreement with its content.