

# 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.