

**Company Name**

**Address Line 1**

**Address Line 2**

**Phone: (XXX) XXX-XXXX**

Date Issued: YYYY-MM-DD

Payroll Period: YYYY-MM-DD to YYYY-MM-DD

## Payroll Statement

**Employee Name:**

[Employee Name]

**Employee ID:**

[Employee ID]

**Position:**

[Job Title]

**Department:**

[Department]

**Bank Account:**

[Bank Account Number]

Earnings	Amount	Deductions	Amount
Basic Salary	[#####.##]	Tax	[#####.##]
Allowance	[#####.##]	Insurance	[#####.##]
Overtime	[#####.##]	Pension	[#####.##]
Bonus	[#####.##]	Other Deductions	[#####.##]

**Total Earnings** [#####.##]

**Total Deductions** [#####.##]

**Net Pay** [#####.##]

### Important Notes:

- Verify all personal and payment details carefully upon receiving this payroll statement.
- This document serves as an official record of salary payments for the stated period.
- Contact Human Resources if you have any queries about the calculations or deductions.
- Retain this document for your personal financial records and future reference.