

Salary Deduction Statement

Employee Name	John Doe	Employee ID	EMP12345
Department	Finance	Designation	Accountant
Pay Period	June 2024	Date Issued	30-06-2024

Deduction Details

#	Deduction Type	Description	Amount
1	Tax	Income Tax for June 2024	\$300
2	Loan Repayment	Personal Loan EMI	\$150
3	Insurance	Health Insurance	\$75
4	Other	Late Coming Penalty	\$25
Total Deductions			\$550

Net Salary Payable	\$2,450
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Authorized Signature

Date: _____

Important Notes:

- This statement summarizes deductions made from the employee’s salary for the specified pay period.
- All amounts are in USD (or specify your local currency as applicable).
- Employees are encouraged to review deductions and clarify any discrepancies within 7 days of receipt.
- Customizable fields (e.g., deduction types, pay period) can be adjusted to fit company or local requirements.
- This document serves as an official record for payroll transparency and compliance.