

ABC Technologies Ltd.  
123 Main Street  
Metropolis, 12345  
Email: hr@abctech.com  
Date: 2024-06-01  
Statement #: SD-20240601-15

Salary Deduction Statement

Employee Name	John Doe	Employee ID	EMP-015
Designation	Software Engineer	Department	Development
Salary Month	May 2024	Pay Date	2024-06-01

#	Deduction Type	Description	Amount (USD)
1	Late Coming	3 Late Marks Recorded	30.00
2	Loan Repayment	Installment #5	100.00
3	Leave Without Pay	2 Days Unpaid Leave	120.00
Total Deduction			250.00

Gross Salary	2,500.00 USD	Net Salary	2,250.00 USD
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Important Notes:

- This statement is generated based on records maintained in the HR and payroll system.
- All deductions listed above are in accordance with company policy and employee agreements.
- Please review and contact HR within 7 days if you have concerns regarding any deductions.
- Keep this document as a reference for future correspondence.