

Salary Deduction Statement

Employee Details

Name:	John Doe	Employee ID:	EMP12345
Designation:	Software Developer	Department:	Technology
Month & Year:	June 2024	Date of Issue:	27/06/2024

Salary Deduction Details

Description	Amount (INR)	Remarks
Late Arrivals	500	3 days late
Unapproved Leave	1000	2 days unpaid leave
Loss/Damage	0	-
Total Deduction	1500	

Reason & Approval

Reason for Deduction:	Violation of attendance policy as per company guidelines.
Approved By:	HR Manager

Employee Signature

HR Signature

Important Notes:

- This statement serves as a formal record of salary deductions for the specified month.
- Please review all details and contact HR for any discrepancies or clarifications.
- Keep this document for your records and future reference.
- Salary deductions are carried out as per company policies and guidelines.