

Year-End Leave Encashment Statement

Employee Name	Jane Doe	Employee ID	EMP10245
Designation	Senior Analyst	Department	Finance
Date of Joining	15-Jan-2018	Statement Year	2023

Leave Encashment Summary

Type of Leave	Opening Balance	Leave Availed	Leave Lapsed	Encashable Leave	Encashment Rate (per day)	Total Encashment Amount
Earned Leave	30	10	2	18	\$120	\$2,160

Payroll Details

Date of Payment	05-Jan-2024
Payment Mode	Bank Transfer
Reference Number	ENC20231231-7845

Prepared By:

Date: ___ / ___ / ___

Approved By:

Date: ___ / ___ / ___

Important Notes

- Leave encashment is processed as per company policies and applicable statutory guidelines.
- Taxes as per prevailing laws may be deducted from the total encashment amount.
- Encashment calculations exclude leaves that are lapsed or non-encashable.
- Please retain this statement for your records and future reference.
- Contact HR for any clarification or discrepancy regarding this statement.