

Salary Receipt

Payroll Documentation

Employee Name: John Doe

Designation: Software Engineer

Salary Month: June 2024

Bank Account No.: XXXX-5678

Employee ID: EMP12345

Department: Information Technology

Date of Payment: 28-06-2024

PAN: AAAAAA1234B

Earnings	Amount (INR)	Deductions	Amount (INR)
Basic Salary	40,000	Provident Fund	4,800
House Rent Allowance (HRA)	16,000	Professional Tax	200
Conveyance Allowance	2,000	Income Tax (TDS)	2,000
Medical Allowance	1,000	Other Deductions	0
Special Allowance	3,000		
Total Earnings	62,000	Total Deductions	7,000

Net Salary Paid (INR):

55,000

Amount (in words):

Fifty Five Thousand Only

For Company XYZ Pvt. Ltd.

Authorized Signatory

Important Notes:

- This document serves as an official record of salary payment for payroll and tax purposes.
- Ensure all personal and financial details are verified and accurate.
- Keep this receipt safely for future reference or for any audit or compliance needs.
- Contact HR immediately in case of any discrepancies in the receipt details.