

Salary Receipt

Receipt No.:	SR-2024-06-0005	Date:	30/06/2024
Employee Name:	Jane Doe	Employee ID:	EMP0123
Designation:	Software Developer	Department:	IT
Salary Month:	June 2024	Pay Date:	30/06/2024

Earnings	Amount (â‚¹)	Deductions	Amount (â‚¹)
Basic Salary	30,000	PF	1,800
House Rent Allowance	10,000	Professional Tax	200
Conveyance Allowance	2,000	Income Tax	1,500
Other Allowances	3,000		
Total Earnings	45,000	Total Deductions	3,500

Net Salary Received (in words): Forty-One Thousand Five Hundred Rupees Only
Net Salary Received (â‚¹): 41,500

Employee Signature

Finance Dept.

Authorized Signatory

Important Notes:

- This receipt acknowledges full and final payment of salary for the specified month.
- All figures are in Indian Rupees unless otherwise stated.
- Employee should verify the details and report discrepancies immediately.
- This document should be safely retained for future reference and tax purposes.
- The receipt is valid only if duly signed by both the employee and authorized signatory.