

# 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 (₹)	Deductions	Amount (₹)
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		
<b>Total Earnings</b>	<b>45,000</b>	<b>Total Deductions</b>	<b>3,500</b>

**Net Salary Received (in words):** Forty-One Thousand Five Hundred Rupees Only

**Net Salary Received (₹):** 41,500

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Employee Signature

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Finance Dept.

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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.