**Employee Termination Payroll Form**

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Doe | Employee ID | EMP-1024 |
| Department | Sales | Designation | Senior Sales Executive |
| Date of Joining | 01-Jan-2020 | Date of Termination | 30-Sep-2025 |
| Reason for Termination | Resignation / Dismissal / Contract End | Supervisor Name | Sarah Ahmed |

**2. Payroll Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Amount (USD)** | **Description** | **Amount (USD)** |
| Basic Salary (Monthly) | 3,000 | Payable Days | 20 |
| Pro-rated Salary | 2,000 | Unpaid Leave Deduction | 100 |
| Overtime Pay | 200 | Bonus / Incentives | 500 |
| Commission | 300 | Severance Pay | 1,500 |
| Unused Leave Encashment | 450 | Other Earnings | 0 |
| **Gross Pay** | **4,850** | | |
| Tax Deduction | 300 | Provident Fund / Pension | 200 |
| Health Insurance Deduction | 100 | Loan Deduction | 250 |
| Other Deductions | 0 |  |  |
| **Total Deductions** | **850** | | |
| **Net Payable (Final Settlement)** | **4,000** | | |

**3. Asset & Clearance Verification**

| **Item** | **Returned (Yes/No)** | **Verified By** |
| --- | --- | --- |
| Company Laptop | Yes | IT Dept. |
| ID Card / Access Card | Yes | Admin |
| Uniform / Equipment | N/A | Supervisor |
| Vehicle / Fuel Card | Yes | Logistics |
| Documents / Files | Yes | HR |

**4. Authorization & Signatures**

| **Authorized Person** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| HR Representative | HR Manager |  |  |
| Payroll Officer | Accounts Dept. |  |  |
| Department Head | Sales Director |  |  |
| Employee |  |  |  |

**5. Notes / Comments**

*Any additional remarks, pending dues, or special payment instructions can be added here.*