

## **Application by Member for Payment for Gratuity**

Dated:

The Trustees,  
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\_\_\_\_\_

### **Sub : Payment of Gratuity Account**

Dear Sir,

**Please mention division**

I was an employee of your \_\_\_\_\_ division/branch and I want to withdraw my Gratuity amount from your Gratuity Trust.

Therefore, you are requested to pay my gratuity amount as early as possible on below address.

Thanking you,

Yours faithfully,

**Please provide Signature**

Signature of applicant

Full Name :

UPI Code :

Alternate E-mail :

Contact Number :

Address :

**Please provide Details as  
required so that you can  
be informed about your  
status**

The Trustees,  
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**Sub: Payment of Gratuity under the Payment of Gratuity Act, 1972.**

**(Through HR of .....Division)**

Sir,

I, the undersigned, was employed with your esteemed organization for a period beginning Date of joining till Date of leaving at Branch Division. I have since tendered my resignation / I have superannuated on \_\_\_\_\_, after completing \_\_\_\_\_ years and \_\_\_\_\_ months (Minimum one year of continuous service) I want to withdraw my Gratuity from your Gratuity Trust.

I give below the following information: -

(a) Date of joining the Company. (DD/MM/YY)

**Please provide Date of Joining**

(b) Date of leaving the Company. (DD/MM/YY)

**Please provide Date of Leaving**

(c) Period of net service in the Company (inclusive of authorized leave)

**Total term of membership should be mentioned**

(d) Last salary drawn (Basic + DA)

**Last Month Basic salary should be provided**

I certify that the above information are true to the best of my knowledge and belief.

Yours faithfully,

**Please provide Signature with Full name**

( )

**Signature of Employee with Full name**

UPI Code:

**Please provide Employee code**

**PRE-RECEIPT**

Received an amount of Rs. .... (Rupees.....) as full and final payment of my Gratuity Claim.



(Revenue Stamp of Re. 1/-)

Signature of the member

Dated:

**Member should sign across the revenue stamp affixed**

**Recommendation from divisional HR**

Forwarded to the Trustees, ----- in favor of settlement of the Gratuity claim of the employee. The information furnished by the member in his above application has been verified and found correct.

Signature: HR/Division with Official Seal

Dated: