

# Gratuity Claim Form Sample for Government Employees

Download the **gratuity claim form sample** tailored specifically for government employees to streamline the submission process. This form ensures accurate and timely processing of gratuity benefits after retirement or resignation. Utilizing the sample helps employees fulfill all formal requirements effortlessly.

## Gratuity Claim Form (Sample)

Employee Details

Full Name:

Designation:

Department:

Employee ID/Number:

Date of Joining:

Date of Retirement/Resignation:

Last Drawn Salary:

Gratuity Claim Details

Total Duration of Service (years/months):

Reason for Claim:

Retirement

Bank Details

Bank Name:

Account Number:

IFSC Code:

Declaration

I hereby certify that the information provided above is true and correct to the best of my knowledge. I request for the release of gratuity payable to me as per the rules of the organization.

Signature:

Date:

Submit