

Gratuity Claim Form for Employer Approval

Use this **gratuity claim form sample** to streamline the approval process for employer verification. It ensures all necessary details are accurately captured for a smooth gratuity disbursement. Employers can easily review and approve the claim with this standardized format.

1. Employee Details

Full Name	<input type="text"/>
Employee ID	<input type="text"/>
Designation	<input type="text"/>
Date of Joining	<input type="text"/>
Date of Leaving	<input type="text"/>
Last Drawn Salary	<input type="text"/>
Contact Number	<input type="text"/>

2. Gratuity Details

Total Years of Service	<input type="text"/>
Gratuity Amount Claimed	<input type="text"/>
Reason for Leaving	<div>Select</div>

3. Bank Details for Payment

Bank Name	<input type="text"/>
Account Number	<input type="text"/>
IFSC Code	<input type="text"/>

4. Employee Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Date:

Signature of Employee:

5. For Employer Use Only

Service Verified By	<input type="text"/>
Verification Date	<input type="text"/>
Comments	<input type="text"/>
Status	<div>Select</div>

Date:

Signature of Employer:

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