

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	
Employee ID	
Designation	
Date of Joining	
Date of Leaving	
Last Drawn Salary	
Contact Number	

2. Gratuity Details

Total Years of Service	
Gratuity Amount Claimed	
Reason for Leaving	Select

3. Bank Details for Payment

Bank Name	
Account Number	
IFSC Code	

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:

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5. For Employer Use Only

Service Verified By	
Verification Date	
Comments	
Status	Select

Date:

Signature of Employer:

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