

Gratuity Claim Form Sample for Private Sector Employees

The **gratuity claim form** sample for private sector employees simplifies the process of claiming end-of-service benefits. This form ensures accurate and timely submission of necessary details to receive the gratuity amount. Employees can use the standardized format to avoid delays and discrepancies.

Employee Details

Full Name:

Employee ID:

Designation:

Department:

Date of Joining:

Date of Leaving:

Contact Information

Address:

Phone Number:

Email:

Bank Details

Bank Name:

Branch:

Account Number:

IFSC Code:

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I request the disbursement of my gratuity as per company norms and applicable laws.

Signature:

Date:

Submit Claim