

# Filled Gratuity Claim Form Sample for Retirement

A **filled gratuity claim form sample** for retirement demonstrates the correct way to complete the necessary details for claiming retirement benefits. It includes all essential information such as employee details, service period, and gratuity amount. Using this sample ensures a smoother and faster processing of the gratuity claim.

## Sample: Gratuity Claim Form (Form I) - Retirement

### Personal Details

Name of Employee: Rajesh Kumar

Employee ID: EMP12345

Department: Accounts

Date of Birth: 10/02/1964

Mobile Number: 9876543210

Email Address: rajesh.kumar@email.com

### Service Details

Date of Joining: 15/07/1986

Date of Retirement: 31/03/2024

Total Service Period: 37 years 8 months

### Gratuity Details

Last Drawn Salary (Basic + DA): ₹85,000/month

Gratuity Amount Claimed: ₹20,00,000

### Bank Details for Payment

Bank Name: State Bank of India

Account Number: 12345678901

IFSC Code: SBIN0001234

### Declaration

I, **Rajesh Kumar**, hereby declare that the information provided above is true and correct to the best of my knowledge. I request the release of my gratuity amount as per company/government norms.

Place: New Delhi

Date: 05/04/2024

Signature: Rajesh Kumar