

Gratuity Claim Form (Sample – Online Submission)

Use this **gratuity claim form sample** for seamless online submission during your resignation process. It ensures accurate and efficient processing of your gratuity benefits. Save time by submitting all required details digitally.

Employee Name

Employee ID

Email ID

Date of Joining

Date of Leaving/Resignation

Last Designation

Department

Present Postal Address

Bank Account Details (for receiving gratuity amount)

Reason for Resignation

Upload Supporting Documents (optional, e.g., resignation acceptance letter)

Choose File

No file selected

Place

Date

Employee Digital Signature

Submit Gratuity Claim