

Dated \_\_\_\_\_

The Trustees,  
\_\_\_\_\_ Employees Gratuity Fund,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

This is to inform you that I have resigned from the services of \_\_\_\_\_  
as per the particulars given below

Name of the Employee :  
Employee No. :  
Date of Joining :  
Date of Leaving :  
Last Base Salary per month :  
Bank Account No. :  
Bank Address :

PAN No. :

I request you to pay me the gratuity as per Rules.

Thanking You,

Yours faithfully,

Process the claim as per the details  
For \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of Employee  
Address:

(Authorised Signatory)

*Note:*

- 1. If you have served any other business of the company in continuity please give the details of Date of Joining & Date of Leaving*
- 2. If your total period of services is for more than five years then please fill up the declaration also*
- 3. Please submit your PAN No. essentially to enable us to issue the cheque for settlement.*

***The Trustees,***

\_\_\_\_\_ ***Employees Gratuity Fund,***

\_\_\_\_\_ /

\_\_\_\_\_ /

\_\_\_\_\_

**Declaration**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_ Resident of  
\_\_\_\_\_ employee no. \_\_\_\_\_ have resigned from the  
services of \_\_\_\_\_ as on \_\_\_\_\_.

I hereby declare that I have received a total sum of RS \_\_\_\_\_ from my previous employer  
as my gratuity benefit.

**My PAN No. is**

Thanking you,

**Your's Faithfully,**

**(Name of the Employee)**

**Address:**

**Place :**

**Dated:**

*Note: Please submit this declaration if period of service rendered is more than five years*

Note : Gratuity form to be filled by the employee for full & final settlement.