

Salary Slip Format

Monthly payslip with earnings, deductions & net pay.

Company name: _____

Pay period: _____

Pay date: _____

Employee name: _____

Employee ID: _____

Designation: _____

Bank A/C: _____

EARNINGS	Amount
Basic	_____
HRA	_____
Allowances	_____
Bonus	_____
Gross earnings:	_____

DEDUCTIONS	Amount
Provident Fund	_____
ESI	_____
Professional Tax	_____
TDS	_____
Total deductions:	_____

NET PAY (in figures & words):

Note: Banks & landlords often ask for the last 3 months of payslips for verification.

Employee Signature

Authorised Signatory