horizontal line

**Honorarium Acknowledgement Receipt**

**[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]**

**Date:** [Date]

**To:  
Name:** [Recipient's Name]  
**Address:** [Recipient's Address]  
**City/State/Zip:** [City, State, Zip Code]

**Subject: Acknowledgement of Receipt of Honorarium**

Dear [Recipient's Name],

This document serves as your official receipt for the honorarium payment made by [Company/Organization Name] as a token of appreciation for your contribution to [describe the project or event, such as a lecture, presentation, or participation in a project].

**Details of Honorarium Payment:**

* **Amount:** $[Amount]
* **Payment Method:** [Check or Direct Deposit]
* **Payment Date:** [Payment Date]

[Company/Organization Name] acknowledges that this payment is for your valuable services rendered on [Date of Service] at [Location or Venue of Service]. We appreciate your dedication and expertise in enhancing our [specific program, event, or project].

Please retain this receipt for your records. Should you have any questions or require additional information, please contact our office at [Contact Information].

Thank you once again for your valuable contribution.

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]

**Employee/Recipient Acknowledgment:**

I, [Recipient's Name], hereby acknowledge the receipt of the honorarium as detailed above and confirm that this acknowledgment has been received on the date mentioned below.

**Recipient's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Company/Organization Name]  
[Contact Information]**

**Please retain a copy of this receipt for your records.**