
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.