
Honorarium Receipt To Employees

Honorarium Receipt for Employees

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Date: [Date of Issuance]

To: Name: [Employee's Name] **Position:** [Employee's Position] **Department:**
[Employee's Department]


Subject: Receipt of Honorarium

Dear [Employee's Name],

We are pleased to acknowledge the receipt of an honorarium payment to you in recognition of your exceptional contribution to [describe the specific project, event, or reason for the honorarium]. Your dedication and expertise have significantly benefited our team and organization.

Details of Honorarium:

- **Amount:** \$[Amount]
- **For Services Rendered:** [Brief description of the service or contribution]
- **Payment Method:** [Check, Direct Deposit, etc.]
- **Date of Payment:** [Payment Date]



This honorarium is a token of our appreciation for your extraordinary efforts and is separate from your regular compensation. We are incredibly grateful for your commitment and enthusiasm towards our collective goals.

Please keep this document as a receipt for your records. Should you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Email/Phone].

Thank you once again for your valuable contribution.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]

Employee Acknowledgment:

I, [Employee's Name], hereby acknowledge the receipt of the honorarium described above and confirm that the details are correct.

Signature: _____

Date: _____