

Monthly Salary Receipt

XYZ Corporation

1234 Business Blvd

Springfield, IL 62704

Phone: (555) 123-4567

Email: payroll@xyzcorporation.com

MONTHLY SALARY RECEIPT

Date: October 23, 2024

Received From:

Company Name: XYZ Corporation

Address: 1234 Business Blvd, Springfield, IL 62704

Received By:

Employee's Name: John Doe

Employee ID: 987654

Department: Marketing

Position: Senior Analyst

Period: October 1, 2024, to October 31, 2024

Salary Details:

Description	Amount (in USD)
Basic Salary	3,000.00

House Rent Allowance	1,200.00
Conveyance Allowance	300.00
Medical Allowance	250.00
Special Allowance	150.00
Total Earnings	4,900.00
Deductions	
Provident Fund	300.00
Income Tax	450.00
Professional Tax	50.00
Other Deductions	100.00
Total Deductions	900.00
Net Salary Paid	4,000.00

Payment Method: Direct Deposit

Transaction ID (if applicable): TXN123456789

Remarks:

Payment includes annual performance bonus included in the Special Allowance.

Acknowledgement:

I, John Doe, hereby acknowledge the receipt of \$4,000.00 as my salary for the month of October 2024, corresponding to the period stated above.

Employee's Signature: _____

Date: October 23, 2024

Authorized Signatory: _____

Position: Payroll Manager

Date: October 23, 2024