**Salary Receipt Voucher**

horizontal line

**Company Name** Company Address  
City, State, ZIP Code  
Phone: [Company Phone]  
Email: [Company Email]

**SALARY RECEIPT VOUCHER**Date: [Date]

Received from: **[Company Name]**Received by: **[Employee's Name]**

**Employee ID**: [Employee ID]  
**Department**: [Department]  
**Designation**: [Designation]

**Payment Details:**

* **Salary for the Month of**: [Month, Year]
* **Payment Method**: [Cash/Bank Transfer/Check]

| **Description** | **Amount (in [Currency])** |
| --- | --- |
| Basic Salary | [Amount] |
| House Rent Allowance | [Amount] |
| Conveyance Allowance | [Amount] |
| Other Allowances | [Amount] |
| **Gross Salary** | **[Total Gross Amount]** |
| Less: Tax Deduction | [Amount] |
| Less: Other Deductions | [Amount] |
| **Net Salary Paid** | **[Net Amount Paid]** |

**Total Amount Received**: **[Net Amount Paid]**

**Payment Mode**: [Specify the payment mode, e.g., Cash, Check, Transfer]

This is to acknowledge that I have received the amount mentioned above in full and final settlement of my salary for the month of [Month, Year].

**Receiver's Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date**: [Date of Receipt]

**Authorized Signatory**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Position**: [Position of the Authorized Signatory]