

Salary Receipt Voucher

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]