

Final month salary slip format

Fictional sample for editing and authorised review

FICTIONAL SAMPLE FOR EDITING

Employer: Pine Demo Consulting Private Limited

Employee: Imran Khan (fictional)

Employee ID: DEMO-FM04

Last working date: 20 September 2026

Pay period: 1 to 30 September 2026

Approved example payable days: 20 of 30

Full monthly structure: INR 45,000

Prorated basic: INR 18,000

Prorated HRA: INR 9,000

Prorated allowance: INR 3,000

Final month gross salary: INR 30,000

PF entered by payroll: INR 1,800

Other salary deductions entered by payroll: INR 700

Total salary deductions: INR 2,500

Final month net salary: INR 27,500

Full and final settlement reference: DEMO-FNF-042 (separate statement)

Items not calculated in this salary slip: leave balance, gratuity, notice adjustment and expense claims

Payment reference: [actual salary transfer reference]

Approval: [authorised payroll officer]