

Honorarium Receipt to Employees

Date: [Insert Date]

Receipt No: [Insert Receipt Number]

Received From:

- **Name:** [Employee's Name]
- **Department:** [Employee's Department]
- **Employee ID:** [Employee's ID Number]
- **Address:** [Employee's Address]
- **Email:** [Employee's Email]
- **Phone Number:** [Employee's Phone Number]

Paid By:

- **Organization:** [Your Organization Name]
- **Address:** [Your Organization Address]
- **Email:** [Your Organization Email]
- **Phone Number:** [Your Organization Phone Number]

Details of Honorarium:

Description	Amount (Currency)
Honorarium for [Project/Event]	[Insert Amount]

Additional Notes	[Any additional notes or details]
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Total Amount: [Insert Total Amount]

Payment Method: [Cash/Cheque/Bank Transfer/etc.]

Signature of Employee: _____

Signature of Authorized Person: _____

Note: This receipt serves as confirmation of the honorarium payment made to the employee. Please retain it for your records.