horizontal line**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] |

**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.