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# 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.