horizontal line**Payment Receipt for Employee**

**Company Name:** [Insert Company Name]  
**Address:** [Insert Company Address]  
**Contact Number:** [Insert Company Contact Number]  
**Email:** [Insert Company Email Address]

#### **Receipt No.:**

[Insert Receipt Number]

#### **Date:**

[Insert Date]

#### **Employee Information:**

**Employee Name:** [Insert Employee Name]  
**Employee ID:** [Insert Employee ID]  
**Department:** [Insert Department]  
**Position:** [Insert Job Title]

#### **Payment Details:**

**Amount Paid:** [Insert Amount Paid]  
**Payment Method:** [Insert Payment Method (Cash, Bank Transfer, etc.)]  
**Payment Period:** [Insert Period Covered (e.g., Month, Year, etc.)]  
**Payment Date:** [Insert Date of Payment]  
**Description:**[Insert Description (e.g., Salary for August 2024, Bonus, etc.)]

#### **Payment Breakdown (if applicable):**

| **Description** | **Amount** |
| --- | --- |
| Basic Salary | [Insert Amount] |
| Bonus/Overtime (if any) | [Insert Amount] |
| Deductions (if any) | [Insert Amount] |
| **Total Amount Paid:** | [Total Amount] |

#### **Received By (Employee):**

Name: [Insert Employee’s Name]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: [Insert Date]

#### **Issued By (Employer):**

Name: [Insert Issuer’s Name]  
Position: [Insert Position]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_