

XYZ Corp

123 Business Park, Delhi, DL, 110001

+91 11 2345 6789 | hr@xyzcorp.com

Employability Reimbursement Invoice

Invoice Number: ERI-20240808

Invoice Date: 2024-08-08

Due Date: 2024-08-15

Bill To:

Amit Kumar

Employee ID: EMP-1023

45 Green Avenue, Gurgaon, HR, 122001

Date	Description	Quantity	Unit Price	Total
2024-07-10	Training Session (External)	2	INR 5,000.00	INR 10,000.00
2024-07-15	Certification Exam	1	INR 7,500.00	INR 7,500.00

Subtotal	INR 17,500.00
Tax (18%)	INR 3,150.00
Total Amount	INR 20,650.00

Payment Information

Bank Name: HDFC Bank

Account Number: 123456789012

IFSC Code: HDFC0001234

Additional Payment Instructions: Please ensure payment is made to the account mentioned above within th

Notes:

- Please ensure all payments are accompanied by this invoice.
- For any questions regarding this invoice, contact Neha Sharma at +91 11 2345 6789 or neha.sharma@xy

Employee Signature: _____

Amit Kumar

Authorized Signature: _____

Neha Sharma, HR Manager