

TO WHOMSOEVER IT MAY CONCERN

I here by confirm that I never claimed Gratuity before from any of my previous employers. Kindly provide me gratuity as a Tax-Free Component.

OR

I here by confirm that I have claimed Gratuity before from my previous employer/employers amounting to INR

Date:

Thanks & Regards

(.....)

(Employee Id.)

I..... here by confirm that I never claimed Leave Encashment before from any of my previous employers. Kindly provide me Leave Encashment as a Tax-Free Component.

OR

Ihere by confirm that I have claimed Leave Encashment before from my previous employer/employers amounting to INR

Date:

Thanks & Regards

(Employee Name)

(Employee Id.)