SAMPLE REPORT: fictional data. Not a real document and not verifiable.

End-of-service award report

Company: Your Company (fictional) | Employee: Sample employee (fictional)

Inputs

Service start date	**01/03/2019**
Last working day	**30/06/2025**
Actual monthly wage	**9,500.00 SAR**
Reason the employment ended	**Termination by the employer (other than for the reasons in Article 80)**

End-of-service award due

36,416.67 SAR

Actual monthly wage	**9,500.00 SAR**
Length of service	**6.33 years**
Full award before reduction	**36,416.67 SAR**
Entitlement	**Full**

How it was calculated

1. Actual monthly wage = 9,500.00 (basic) + 0.00 (housing) + 0.00 (transport) + 0.00 (other) = 9,500.00 SAR.
2. Length of service = 6 years, 4 months and 0 days = 6.3333 years.
3. For the first 5 years: 5.0000 years × half a month's wage (4,750.00) = 23,750.00 SAR.
4. For service beyond 5 years: 1.3333 years × a full month's wage (9,500.00) = 12,666.67 SAR.
5. Full award = 36,416.67 SAR.

Assumptions

- The award is calculated on the last actual monthly wage (basic and fixed allowances).
- Service is counted including the last working day, and parts of a year earn a proportional share.
- Half a month's wage for each of the first five years, and a full month's wage for each year after that.
- The calculation does not include other entitlements such as leave balance, unpaid wages, or anything more the contract or internal regulation grants.
- Based on the rules in force on 19/11/2026: calculation parameters version 2026.1.

Estimate: a calculation from the inputs above, not legal advice. **In your own report** the same figures are issued on your company letterhead with a licence number and a QR code anyone can verify, and you decide whether to rely on it. **Your action:** check the wage components and dates against the contract before paying.

SAMPLE