

Comprehensive Final Payroll Settlement Statement

Employee Details

Name: John Doe
Employee ID: EMP12345
Department: Finance
Designation: Senior Accountant
Date of Joining: 01-Jan-2018
Date of Separation: 15-May-2024
Settlement Summary

Description	Amount (USD)
Unpaid Salary (till last working day)	2,500.00
Leave Encashment	700.00
Bonus / Incentives	350.00
Reimbursement (if any)	120.00
Gross Earnings	3,670.00
Deductions	
Professional Tax	30.00
Provident Fund	240.00
Outstanding Loan/Advance	400.00
Notice Period Recovery	500.00
Total Deductions	1,170.00
Net Payable Amount	2,500.00

Bank Payment Details

Bank Name: ABC Bank
Account Number: XXXX1234
Payment Date: 20-May-2024

Employee's Signature
Date:

HR Department
Date:

Finance Manager
Date:

Important Notes:

- This document serves as the final statement of accounts between the company and the separated employee.
- All calculations are as per the company's HR and payroll policy in force at the time of settlement.

- Employee is requested to verify the details and inform HR immediately in case of discrepancies.
- Once signed, the employee acknowledges full and final receipt of all dues and settlements.
- Statutory deductions (such as provident fund, tax, etc.) are as per applicable laws.