

# Employee Final Payroll Settlement

**Employee Name:** John Doe  
**Department:** Finance  
**Date of Joining:** 12-Jan-2019  
**Last Working Day:** 18-Apr-2024

**Employee ID:** 10258  
**Designation:** Sr. Accountant  
**Date of Resignation:** 18-Mar-2024  
**Date of Settlement:** 25-Apr-2024

## Settlement Summary

Description	Amount (USD)
Salary for Days Worked	1,300.00
Leave Encashment	250.00
Bonus/Gratuity	500.00
Other Allowance	100.00
Deductions (Loans/Advances)	-200.00
Deductions (Notice Pay)	-150.00
<b>Total Settlement Amount</b>	<b>1,800.00</b>

### Bank Details for Payment:

Bank: ABC Bank | Account No: \*\*\*\*\*2431 | IFSC: ABCD0123456

Employee Signature

Date: \_\_\_\_\_

HR Department

Date: \_\_\_\_\_

Authorized Signature

Date: \_\_\_\_\_

## Important Notes

- This document serves as a formal record of all salary, allowances, and deductions up to the last working day.
- All listed amounts are post statutory deductions (taxes, PF, etc.).
- Unreturned company assets or pending dues may affect the final settlement.
- Discrepancies, if any, should be reported to HR within 7 working days.
- This settlement statement should be retained for future reference and tax purposes.