

Final Wage Payment Settlement Statement

Employee & Employment Details

Employee Name	John Doe	Employee ID	EMP12345
Designation	Software Engineer	Department	IT
Date of Joining	2021-06-14	Date of Exit	2024-03-20

Settlement Details

Description	Amount (USD)
Last Month Salary (pro-rated, if applicable)	3,000.00
Leave Encashment	500.00
Reimbursements	200.00
Bonus/Incentives	0.00
Deductions	
Notice Period Recovery	-400.00
Loan/Advance Repayment	-300.00
Others (if any)	0.00
Net Payable Amount	3,000.00

Employee Signature

Date:

Authorized Signatory

Date:

Important Notes:

- The net payable amount is subject to statutory deductions as per applicable laws.
- All company assets must be returned and exit formalities completed before final settlement.
- This statement acts as an acknowledgment of the receipt and understanding of the settlement details.
- Please contact the HR department in case of any discrepancies or clarifications.