

Full and Final Payroll Settlement Statement

Employee Name

Enter employee name

Employee ID

Enter employee ID

Department

Enter department

Designation

Enter designation

Date of Joining

DD/MM/YYYY

Date of Separation

DD/MM/YYYY

Payable Amounts

Description	Amount (INR)
Unpaid Salary	
Leave Encashment	
Bonus/Gratuity	
Other Allowances	
Total Payable	

Deductions

Description	Amount (INR)
Income Tax	
Provident Fund	
Loan/Advance Repayment	
Other Deductions	
Total Deductions	

Net Amount Payable (INR)

Final amount after deductions

Payment Date

DD/MM/YYYY

Remarks / Comments

Enter any remarks

Employee Signature
(with date)

HR/Admin Signature
(with date)

Accounts Dept. Signature
(with date)

Important Notes:

- The above settlement is based on the company's final calculations as per applicable laws and policies.
- By signing, the employee acknowledges receipt of dues and no further claims remain.
- Ensure all borrowed company property is returned before settlement processing.
- Consult HR or Accounts for queries related to this statement.
- Keep a copy of this document for your personal records.