

# Resignation Payroll Settlement Statement

Employee Name: [Employee Full Name]

Employee ID: [Employee ID]

Designation: [Job Title]

Department: [Department Name]

Date of Joining: [DD/MM/YYYY]

Last Working Day: [DD/MM/YYYY]

Date of Issue: [DD/MM/YYYY]

## Final Payable Amount Calculation

Description	Amount (INR)
Unpaid Salary (till last working day)	[amount]
Leave Encashment	[amount]
Bonus/Performance Pay (if any)	[amount]
Reimbursements	[amount]
Other Earnings	[amount]
Deductions	
Income Tax/Professional Tax	[-amount]
PF/ESI (if any)	[-amount]
Notice Period Recovery	[-amount]
Other Deductions	[-amount]
Total Net Settlement	[net amount]

## Bank Account Details for Settlement

Account Holder Name: [Account Holder]

Bank Name: [Bank Name]

Account Number: [XXXXXX1234]

IFSC Code: [IFSC Code]

Employee Signature

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

HR/Payroll Signature

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

## Important Notes

- Verify all figures and deductions before signing the statement.
- This document serves as official settlement confirmation post-resignation.
- Contact the payroll/HR department for any clarifications regarding this settlement.
- Retain a signed copy for your personal records.

- Any disputes should be raised within 30 days of settlement receipt.