

# Salary Closure Final Settlement Statement

**Employee Name:** John Doe  
**Employee Code:** EMP12345  
**Department:** Sales  
**Designation:** Senior Executive  
**Date of Joining:** 01-Jan-2018  
**Date of Resignation:** 10-May-2024  
**Last Working Day:** 10-Jun-2024

## Settlement Details

Description	Amount (INR)
Outstanding Salary (for June 2024)	36,000.00
Leave Encashment	8,500.00
Bonus / Incentives	5,000.00
Reimbursements	2,200.00
<b>Total Earnings</b>	<b>51,700.00</b>
Advance / Loan Deductions	4,000.00
Income Tax Deducted	2,900.00
Provident Fund (PF) Deduction	1,800.00
<b>Total Deductions</b>	<b>8,700.00</b>
<b>Net Amount Payable</b>	<b>43,000.00</b>

## Bank Details for Settlement

**Account Holder Name:** John Doe  
**Bank Name:** ABC Bank  
**Account Number:** XXXX XXXX 2345  
**IFSC Code:** ABCD0123456

## Acknowledgment & Declaration

I, John Doe, acknowledge the receipt of the above settlement amount in full and final settlement of all dues and claims arising from my employment with the company. I confirm that I have no further claims from the company.

Employee Signature

HR / Authorised Signatory

Date: \_\_\_\_ / \_\_\_\_ / 2024

## Important Notes:

- This statement serves as the final settlement of all dues between the employee and the employer.

- Ensure all company assets (ID card, laptop, etc.) are returned before processing settlement.
- All monetary settlements are subject to statutory deductions as per applicable laws.
- Any disputes regarding this settlement must be raised within 7 days from the statement date.
- Retain a signed copy of this statement for future reference.