

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
Total Earnings	51,700.00
Advance / Loan Deductions	4,000.00
Income Tax Deducted	2,900.00
Provident Fund (PF) Deduction	1,800.00
Total Deductions	8,700.00
Net Amount Payable	43,000.00

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.