

Payroll Final Settlement Statement

Employee Information

Employee Name	Jane Doe	Employee ID	EMP12345
Department	Finance	Position	Accountant
Date of Joining	01 Jan 2021	Date of Leaving	30 Jun 2024

Earnings

Description	Amount
Basic Salary (June 2024)	USD 2,000.00
Leave Encashment	USD 300.00
Bonus	USD 250.00

Deductions

Description	Amount
Professional Tax	USD 25.00
Provident Fund	USD 100.00
Others	USD 50.00

Settlement Summary

Total Earnings	USD 2,550.00
Total Deductions	USD 175.00
Net Payable Amount	USD 2,375.00

Important Notes

- This statement serves as the final payroll settlement upon cessation of employment.
- Ensure all dues, taxes, and statutory deductions have been accurately applied.
- Net payable amount will be credited to the bank account on record.
- Contact HR within 7 days for queries or discrepancies.
- Retain this document for your personal records.