

Payroll Final Settlement Statement

Employee Details

Employee Name: John Doe
Employee ID: EMP123456
Department: Finance
Designation: Senior Accountant
Joining Date: 15-Jan-2020
Last Working Day: 30-Apr-2024

Settlement Summary

Earnings	Amount (USD)
Salary for Days Worked	2,500.00
Unused Leave Encashment	400.00
Bonus/Gratuity	350.00
Deductions	Amount (USD)
Tax Deductions	(250.00)
Provident Fund	(180.00)
Loan & Others	(70.00)

Total Earnings	3,250.00
Total Deductions	(500.00)
Net Settlement Amount	2,750.00

Authorized By

HR
Representative: _____
Date: _____

Important Notes

- This statement is prepared based on information available at the date of issuance.
- All deductions and earnings are subject to internal policies and statutory regulations.
- Employees are asked to verify details and report discrepancies within 7 business days.
- Final settlement is processed after the completion of exit formalities.
- Please retain this document for future reference or audits.