

## 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)
<b>Net Settlement Amount</b>	<b>2,750.00</b>

### 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.