

Termination Payroll Final Settlement Statement

Employee Details

Name	John Doe	Employee ID	EMP-1025
Designation	Software Engineer	Department	IT
Date of Joining	15-Jan-2021	Last Working Day	30-Jun-2024

Final Settlement Summary

Earnings	Amount (USD)
Unpaid Salary	2,500.00
Unused Leave Encashment	850.00
Bonus/Gratuity	1,000.00
Total Earnings	4,350.00

Deductions	Amount (USD)
Income Tax	500.00
PF/ESI	150.00
Other Deductions	100.00
Total Deductions	750.00

Net Payable Amount: USD 3,600.00

Employee Signature

Date:

HR/Authorized Signatory

Date:

Important Notes

- This statement is subject to verification and approval by the HR & Accounts department.
- Any pending company property or dues must be settled before release of payment.
- Taxes and statutory deductions are as applicable per prevailing laws.
- For any queries related to this settlement, contact the HR department within 7 days.