

# 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.