

Ex-Employee Settlement Invoice

ABC Technologies Pvt. Ltd.
123 Business Park, New City, Country
Phone: (012) 345-6789
Email: hr@abctech.com

Invoice No: INV-2024-105

Date: 2024-06-25

Employee Name: John Doe

Employee ID: EMP-0907

Designation: Software Engineer

Date of Joining: 2020-07-01

Date of Relieving: 2024-06-15

DESCRIPTION	AMOUNT
Final Salary (till last working day)	\$2,500.00
Leave Encashment	\$350.00
Bonus/Gratuity	\$500.00
Other Allowances	\$150.00
PF Settlement	\$450.00
Deductions (Advance, if any)	-\$200.00
Deductions (Recoverable Assets, if any)	-\$100.00
Total Payable	\$3,650.00

Total Earnings	\$3,950.00
Total Deductions	-\$300.00
Net Settlement Payable	\$3,650.00

Important Notes:

- This invoice is issued as a complete and final settlement for the ex-employee listed above.
- Please review the details for accuracy; notify HR of any discrepancy within 7 days.
- Tax deductions, if applicable, are processed as per statutory norms.
- Receipt of all company property and clearances must be confirmed before payment.
- This document should be kept by both the employee and HR for future reference.