Final Settlement Calculation Sheet

Employee Information

Name	John Doe	Employee ID	EMP-00123
Designation	Software Engineer	Department	IT
Date of Joining	01-June-2020	Date of Resignation	31-May-2024
Last Working Day	31-May-2024	Settlement Date	10-June-2024

Earnings

Description	Amount (INR)
Unpaid Salary (May 2024)	50,000
Leave Encashment	12,000
Gratuity	25,000
Bonus (if any)	5,000
Total Earnings	92,000

Deductions

Description	Amount (INR)
Income Tax	6,500
PF & Other Statutory Deductions	4,000
Professional Tax	200
Notice Pay Recovery	0
Total Deductions	10,700

Net Payable Amount

Total Earnings	92,000
Total Deductions	10,700
Net Amount Payable	81,300

Important Notes:

- All amounts are subject to verification and approval by the Accounts and HR department.
- Any statutory or company-obligated dues not mentioned above will be settled separately.
- The employee should ensure that all exit formalities and clearances are completed on or before the settlement date.
- This sheet is for reference only and does not constitute legal proof of payment.
- Please refer to your appointment letter and company policies for detailed settlement rules.