

Full and Final Settlement Letter

Date: **10 June 2024**

To,

Mr. John Doe

Employee ID: 23456

123 Park Avenue

New Delhi, India

Subject: **Full and Final Settlement**

Dear Mr. John Doe,

This is to confirm that your employment with **ABC Pvt. Ltd.** has come to an end with effect from **31 May 2024**. We have processed your full and final settlement as per company policy.

Settlement Details

Last Working Day	: 31 May 2024
Gross Salary (May 2024)	: ₹50,000
Leave Encashment	: ₹5,000
Bonus / Incentive	: ₹10,000
Less: Deductions (if any)	: ₹2,000
Net Payable Amount	: ₹63,000

Kindly note that the above amount is being processed to your registered bank account. By signing and returning a copy of this letter, you acknowledge the receipt of the said amount and confirm that no further dues or claims are pending towards the company.

For **ABC Pvt. Ltd.**

Authorized Signatory

Date: 10 June 2024

Employee Signature Date: _____

Important Notes

- Read the full and final settlement statement carefully before signing.
- Ensure all dues and paid leaves are included in the calculation.
- Keep a signed copy of this letter for your records.
- Raise any disputes regarding the settlement within the stipulated time as per company policy.
- This document serves as legal proof that all dues have been settled.

