

Salary Dues Clearance Statement

Date: _____

Employee Details

Employee Name: _____

Employee ID: _____

Designation: _____

Department: _____

Date of Joining: _____

Date of Relieving: _____

Salary & Dues Details

Total Salary Due: _____

Other Dues (if any): _____

Final Amount Cleared: _____

This is to certify that Mr./Ms. _____ has cleared all salary dues with the company up to his/her last working date mentioned above.

All financial obligations related to employment have been settled, and no further dues are pending from either side as of the date stated above.

Employee Signature

Date: _____

Authorized Signatory

(Company Stamp)

Important Notes

- This document is a formal statement confirming that all salary and dues have been cleared.
- It should be retained by both the employee and the employer for future reference.
- Any discrepancies must be reported immediately upon receipt of this statement.
- This clearance does not cover any non-salary liabilities or external obligations.