

Detailed Salary and Dues Clearance Certificate

Company Name: [Company Name]

Company Address: [Address Line 1], [City], [State] [Zip]

Employee Details

Full Name	[Employee Name]	Employee ID	[Employee ID]
Designation	[Designation]	Department	[Department]
Date of Joining	[Joining Date]	Date of Relieving	[Relieving Date]

Salary and Dues Clearance

Earnings	Amount (INR)	Deductions	Amount (INR)
Basic Pay	[xxxx]	PF Contribution	[xxxx]
HRA	[xxxx]	Professional Tax	[xxxx]
Allowances	[xxxx]	Income Tax	[xxxx]
Other Earnings	[xxxx]	Other Deductions	[xxxx]
Total Earnings	[xxxx]	Total Deductions	[xxxx]
Net Salary Payable			[xxxx]

Status of Final Settlement: [All dues have been cleared and no outstanding/No Dues]

Assets & Handover Clearance

Assets / Documents	Returned	Remarks
ID Card	[Yes/No]	[Remarks]
Laptop/Equipment	[Yes/No]	[Remarks]
Access Card	[Yes/No]	[Remarks]
Other	[Yes/No]	[Remarks]

Declaration

This is to certify that all dues with respect to salary, settlements, and company assets by **[Employee Name]** have been cleared up to **[Relieving Date]**. This document is issued upon the request of the employee for necessary records.

Prepared By

HR Manager

Authorized Signatory

Important Notes:

- This document is valid only when signed and stamped by authorized personnel.
- Any discrepancy should be reported within 7 days from date of issue.

- This clearance does not waive legal obligations arising prior to the date of issuance.
- Keep this document for future reference and employment formalities.