

Final Payment and Deduction Record Sheet

Employee Information

Employee Name	John Doe	Employee ID	EMP12345
Department	Finance	Date of Resignation	2024-05-30
Designation	Accountant	Last Working Day	2024-06-15

Final Payment Details

Description	Amount (USD)
Basic Salary (till last working day)	2,100.00
Unused Leave Payment	500.00
Bonus/Gratuity	300.00
Reimbursements	150.00
Total Earnings	3,050.00

Final Deductions

Description	Amount (USD)
Tax Deductions	400.00
Provident Fund	200.00
Loan/Advance Recovery	100.00
Other Deductions	50.00
Total Deductions	750.00

Net Payable Amount

Net Amount Payable	2,300.00
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Acknowledgement

Prepared By	Jane Smith	Date	2024-06-15
Reviewed By	Michael Lee	Date	2024-06-15
Employee Signature			

Important Notes

- This record sheet should be reviewed and signed by both employee and HR/Finance representatives.
- All relevant supporting documents must be attached with this sheet.
- Ensure all dues, advances, and statutory deductions are accounted for and settled.
- Keep a copy of this document for future reference and compliance.
- Amounts listed above are sample data and should be replaced with actual values as per the employee's record.

