

# Full and Final Settlement Statement

**Date:** 12 June 2024  
**Employee Name:** Rahul Sharma  
**Employee ID:** EMP6472  
**Designation:** Software Engineer  
**Department:** IT  
**Date of Joining:** 10 March 2020  
**Date of Relieving:** 31 May 2024

## Settlement Details

Description	Amount (INR)
Unpaid Salary (May 2024)	55,000
Leave Encashment (12 days)	22,000
Performance Bonus	18,000
Gratuity	45,000
<b>Total Payable</b>	<b>1,40,000</b>
Recoveries (Notice Pay & Laptop)	(10,000)
<b>Net Amount Payable</b>	<b>1,30,000</b>

## Leave Encashment Calculation

**Number of Unused Leave Days:** 12  
**Encashment Rate per Day:** 1,833 INR  
**Total Leave Encashment:** 12 × 1,833 = **22,000 INR** (rounded)

## Declaration

I, Rahul Sharma, confirm that I have received the above mentioned dues as a part of my full and final settlement with [Company Name]. This includes all salary dues, benefits and leave encashment as per company policy. I have no further claims or dues pending with the company.

## Employee Signature

Rahul Sharma

## Authorized Signatory

[Company Name]

## Important Notes

- This statement is prepared as per the company’s HR and finance policy.
- Leave encashment is subject to applicable tax deductions as per government rules.
- Recoveries and deductions must be clearly itemized.
- The employee should verify all calculations before signing.
- This document acts as legal proof of settlement between employer and employee.