

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
Total Payable	1,40,000
Recoveries (Notice Pay & Laptop)	(10,000)
Net Amount Payable	1,30,000

Leave Encashment Calculation

Number of Unused Leave Days: 12

Encashment Rate per Day: 1,833 INR

Total Leave Encashment: $12 \times 1,833 = 22,000$ 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.