

# Full and Final Settlement Letter

**Date:** [Insert Date]

**Employee Name:** [Employee Full Name]

**Employee ID:** [Employee ID]

**Department:** [Department Name]

**Date of Joining:** [Joining Date]

**Date of Exit:** [Exit Date]

## Reason for Exit

[e.g., Resignation/Termination/Retirement/End of Contract]

[If applicable, brief details: "Resignation submitted due to personal reasons and accepted w.e.f. [Last Working Day]."]

## Statement of Settlement

This statement reflects the final account of all earnings, deductions, and liabilities payable up to the last working day.

Description	Amount (in INR)
Unpaid Salary	[_____]
Leave Encashment	[_____]
Bonus/Incentives (if any)	[_____]
Other Allowances	[_____]
<b>Deductions</b>	
Provident Fund	[_____]
Income Tax	[_____]
Other Deductions (if any)	[_____]
<b>Net Amount Payable</b>	[_____]

## Declaration

I, **[Employee Name]**, acknowledge the receipt of the amounts stated above in full and final settlement of all claims arising from my employment. I confirm that no further claims shall be raised hereafter.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory (HR/Accounts)

Date: \_\_\_\_\_

### **Important Notes**

- This document serves as a formal record of closure between the employee and employer.
- All company property (ID card, laptop, etc.) must be returned before settlement is processed.
- The employee should verify all financial calculations before signing.
- Keep a signed copy for both employee and organization records.
- Legal claims, if any, are revoked upon acceptance of this settlement.