

# Employee Full and Final Settlement Statement

**Employee Name:**

[John Doe]

**Employee ID:**

[EMP12345]

**Designation:**

[Senior Analyst]

**Department:**

[Finance]

**Date of Joining:**

[01 January 2020]

**Last Working Day:**

[31 May 2024]

**Settlement Date:**

[10 June 2024]

## Settlement Details

Description	Earnings (INR)	Deductions (INR)
Salary for days worked in last month	35,000	
Unpaid Leave Encashment	5,000	
Gratuity	18,000	
Bonus	10,000	
Provident Fund	14,000	
Income Tax Deduction		7,000
Advance/Loans Recovery		3,500
Professional Tax		240
<b>Totals</b>	<b>82,000</b>	<b>10,740</b>
<b>Net Amount Payable</b>	<b>71,260</b>	

\_\_\_\_\_  
Authorized Signatory

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

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

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

## Important Notes

- This statement is provided as part of the employee exit process.
- All statutory deductions as per applicable laws have been made.
- Final disbursement is subject to clearance of all company assets and liabilities.
- Please review all details and reach out to HR for any discrepancies within 7 days.
- This document serves as official proof of the settlement between the employee and employer.

