

# Final Settlement Expense & Deduction Statement

Employee Name:	John Doe	Employee ID:	EMP1024
Department:	Finance	Designation:	Accountant
Date of Joining:	15-Jan-2019	Date of Resignation:	31-May-2024
Last Working Day:	30-Jun-2024		

## Earnings & Allowances

Description	Amount (INR)
Unpaid Salary (June 2024)	35,000
Leave Encashment	12,000
Bonus/Gratuity	20,000
<b>Total Earnings</b>	<b>67,000</b>

## Deductions

Description	Amount (INR)
Income Tax	7,200
Provident Fund (PF)	4,000
Professional Tax	200
Recovery for Company Assets	1,500
<b>Total Deductions</b>	<b>12,900</b>

## Net Payable Amount

Total Earnings	67,000
Less: Total Deductions	12,900
<b>Net Settlement Amount</b>	<b>54,100</b>

## Important Notes:

- All figures are provided in Indian Rupees (INR).
- Final settlement is subject to actual clearance of dues and company verification.
- Tax deductions are as per prevailing statutory norms.
- Employee must hand over all company property to process the full settlement.
- Please contact HR for queries regarding the settlement details.