

Final Settlement Payslip

For Resigning Staff
Date: 31-May-2024

Employee Details

Employee Name	Jane Doe	Employee ID	EMP12345
Designation	Software Engineer	Department	Technology
Date of Joining	15-Feb-2019	Last Working Day	31-May-2024

Settlement Details

Description	Amount (₹ ¹)
Salary for Days Worked	35,000
Leave Encashment	5,000
Bonus/Incentives	8,000
Reimbursements	2,500
Gratuity	10,000
Deductions (PF/Tax/Loans)	-12,000
Total Amount Payable	48,500

Bank & Payment Information

Bank Name	ABC Bank
Account Number	XXXXXX1234
Payment Date	02-Jun-2024
Mode of Payment	Bank Transfer

Authorized By

Name	Rahul Sharma
Designation	HR Manager
Date	01-Jun-2024

Important Notes:

- This Final Settlement Payslip reflects all dues and deductions as of the last working day.
- Employee is advised to check and confirm all entries; report discrepancies to HR within 7 days.
- Statutory deductions (PF, tax, etc.) are made as per prevailing government rules.
- Payment is subject to clearance of company assets and completion of exit procedures.
- This document serves as an official receipt of full and final settlement between the employee and the employer.