

Final Settlement Statement

Employee Name: John Doe
Employee ID: EMP-001123
Designation: Software Engineer
Date of Joining: 01-Jan-2020
Last Working Day: 31-Mar-2024
Department: IT

Earnings

Description	Amount (USD)
Outstanding Salary (till LWD)	3,000.00
Leave Encashment	800.00
Bonus/Gratuity	500.00
Other Allowances	200.00
Total Earnings	4,500.00

Deductions

Description	Amount (USD)
Professional Tax	50.00
Provident Fund	250.00
Notice Period Recovery	0.00
Other Deductions	30.00
Total Deductions	330.00

Net Payable Amount

Net Settlement Amount	4,170.00 USD
------------------------------	---------------------

Acknowledgement

I, **John Doe**, acknowledge receipt of the above final settlement amount in full and final payment for my employment with **ABC Corporation**.

Employee Signature

Date: _____

Authorized Signatory

Date: _____

Important Notes:

- The final settlement statement should be thoroughly reviewed and agreed upon by both parties.
- All company property must be returned before processing settlement.
- Any discrepancies or pending dues should be reported immediately.
- This document is an important record for both employer and employee for future reference.
- Legal compliance regarding taxation and statutory deductions must be ensured.