

# 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
<b>Total Earnings</b>	<b>4,500.00</b>

## Deductions

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

## Net Payable Amount

Net Settlement Amount	4,170.00 USD
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## 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.