

# Full & Final Settlement Calculation Sheet

**Employee Name:** John Doe

**Employee ID:** EMP01234

**Designation:** Sr. Analyst

**Date of Joining:** 01 Jan 2019

**Date of Leaving:** 30 Apr 2024

**Department:** Finance

## Earnings

Earnings	Amount (₹,¹)
Unpaid Salary (Apr 2024)	30,000
Leave Encashment (15 days)	18,000
Bonus/Performance Incentive	10,000
Gratuity	25,000
<b>Total Earnings</b>	<b>83,000</b>

## Deductions

Deductions	Amount (₹,¹)
Notice Pay (Shortfall in 10 days)	10,000
Provident Fund (Employee Share)	3,600
Income Tax Deduction	7,000
Recoverable Advances/Loans	4,000
<b>Total Deductions</b>	<b>24,600</b>

<b>Net Amount Payable</b>	<b>₹ 58,400</b>
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**Settlement Prepared By:** HR Department

**Date:** 05 May 2024

## Important Notes

- All calculations are subject to company policy and applicable tax laws.
- The employee should review and confirm the details before accepting the settlement.
- Any company property not returned may result in further deductions.
- Net payout will be released after management approval and clearance of all dues.
- This sheet is only for reference and does not supersede legal agreements.