

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 (â,')
Unpaid Salary (Apr 2024)	30,000
Leave Encashment (15 days)	18,000
Bonus/Performance Incentive	10,000
Gratuity	25,000
Total Earnings	83,000

Deductions

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

Net Amount Payable	â,158,400
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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.