

Full and Final Settlement Checklist

For Resignees

Employee Details

Employee Name	
Employee Code	
Designation	
Department	
Date of Joining	
Date of Resignation	
Last Working Day	

Checklist Items

Item	Status (Yes/No)	Remarks
Resignation Letter Submitted		
Notice Period Served/Buyout Confirmed		
Clearance from Reporting Manager		
Company Assets Returned (Laptop, ID Card, etc.)		
Exit Interview Completed		
Final Attendance/Timesheet Updated		
Full and Final Settlement Form Filled		
Dues/Loans Cleared (if any)		
HR Clearance Received		
IT/Cybersecurity Clearance Received		
Finance Department Clearance		

Approvals & Signatures

Department	Name	Signature	Date
HR			
Manager/Supervisor			
IT			

Important Notes:

- This checklist must be fully completed to process the final settlement.
- Failure to return company property may result in deduction from the final payment.
- The full and final settlement will be processed only after receiving all required clearances.
- Keep a copy of the signed checklist for personal records.
- For any discrepancies, contact the HR department immediately.