

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 | | | |

| | | | |
|------------------|--|--|--|
| Finance/Accounts | | | |
|------------------|--|--|--|

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.