

Resigned Employee Dues Settlement Statement

Date: _____

Employee Details:

Name	_____
Employee ID	_____
Department	_____
Designation	_____
Date of Joining	_____
Date of Resignation	_____
Last Working Day	_____

Dues Settlement Statement:

Description	Amount (₹)
Basic Salary (till last working day)	_____
Leave Encashment	_____
Bonus/Performance Incentive	_____
Reimbursement	_____
Other Allowances (please specify)	_____
Deductions	
Income Tax	_____
Provident Fund	_____
Loans/Advances	_____
Notice Period Recovery	_____
Other Deductions (please specify)	_____
Net Payable Amount (₹)	_____

Comments/Remarks:

Prepared By	Checked By	Approved By	Employee Signature

Important Notes:

- Ensure all calculations are accurate and supported by records.
- Obtain all required clearances before issuing the final settlement.

- All statutory deductions must comply with applicable laws.
- Keep a copy of this statement for both employee and employer records.
- This statement should be signed by the concerned parties.