**Final Settlement Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Employee ID:** |  |
| **Department:** |  | **Designation:** |  |
| **Date of Joining:** |  | **Last Working Day:** |  |

**1. Earnings (Payable to Employee)**

| **Description** | **Amount (USD)** | **Formula (if applicable)** |
| --- | --- | --- |
| Unpaid Salary (Current Month) | = (Monthly Salary / 30) \* Days Worked |  |
| Leave Encashment | = (Unused Leave Days \* Daily Salary) |  |
| Bonus / Incentives |  |  |
| Gratuity / Retirement Benefits |  |  |
| Other Allowances (if any) |  |  |
| **Total Earnings** |  |  |

**2. Deductions (Recoverable from Employee)**

| **Description** | **Amount (USD)** | **Formula (if applicable)** |
| --- | --- | --- |
| Income Tax |  |  |
| Provident Fund / Social Security |  |  |
| Loan / Advance Recovery |  |  |
| Notice Period Recovery |  |  |
| Other Deductions |  |  |
| **Total Deductions** |  |  |

**3. Net Payable to Employee**

| **Description** | **Amount (USD)** | **Formula** |
| --- | --- | --- |
| Net Settlement Amount |  |  |

**4. Clearance Confirmation**

* Company Assets Returned (Laptop, ID Card, Documents, etc.): ☐ Yes ☐ No
* All Dues Cleared: ☐ Yes ☐ No

**Signatures**

* Prepared By (HR/Accounts): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* Verified By (Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* Approved By (Director/Authorized Signatory): \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
* Employee Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_