

END OF EMPLOYMENT COMMISSION AND BONUS SETTLEMENT FORM

Payroll Template for Termination Commissions and Bonuses

EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Job Title:

Department:

Separation Date:

Last Working Day:

1. OUTSTANDING COMMISSION DETAILS

Deal / Client Reference	Contract Date	Invoiced Amount (\$)	Commission Rate (%)	Amount Owed (\$)
Total Commission Owed:				

2. OUTSTANDING BONUS DETAILS

Bonus Scheme / KPI Metric	Performance Period	Target Amount (\$)	Pro-rata Factor (%)	Amount Owed (\$)
Total Bonus Owed:				

3. DEDUCTIONS & RECOVERIES

Description (e.g., Unearned Draw, Overpayments)	Amount (\$)
Total Deductions:	

4. SETTLEMENT SUMMARY

Total Outstanding Commissions (from Section 1)	
Total Outstanding Bonuses (from Section 2)	
Gross Settlement Amount	
Less: Total Deductions (from Section 3)	
Net Settlement Payout:	

Declaration: By signing below, both parties agree that this statement represents a full and final settlement of all commissions, bonuses, and variable pay due to the employee upon termination of employment. Calculations have been performed in accordance with the existing employment contract, commission plans, and company policy.

Employee Signature

Date:

HR / Payroll Representative Signature

Date:
