

FINAL SETTLEMENT & PAYROLL CLEARANCE

EMPLOYEE INFORMATION

Employee Name:	_____	Employee ID:	_____
Department:	_____	Designation:	_____
Joining Date:	_____	Resignation Date:	_____
Termination Date:	_____	Notice Period Served:	_____

DEPARTMENTAL CLEARANCE STATUS

Department	Cleared (Y/N)	Remarks / Handover Status	Authorized Signature
Information Technology (IT)			
Administration / Assets			
Human Resources			
Finance & Accounts			

FINAL PAYROLL SETTLEMENT BREAKDOWN

Earnings / Receivables	
Basic Salary	
Allowances	
Leave Encashment	
Gratuity / Severance Pay	
Notice Period Pay (if applicable)	
Other Credits	
Total Earnings (A)	

Deductions / Recoveries	
Income Tax Deductions	
Provident Fund / Pension	
Unpaid Leaves	
Notice Pay Recovery	
Outstanding Loans / Advances	
Other Deductions / Asset Damages	
Total Deductions (B)	

NET PAYABLE / RECEIVABLE (A - B)

Net Amount in Words: _____

DECLARATION AND RELEASE

I hereby acknowledge receipt of the final settlement amount mentioned above. I confirm that all outstanding dues, salary, benefits, and claims have been fully and finally settled by the employer. I have returned all company property and assets in my possession, and I release the company from any further liabilities or obligations.

Employee Signature

Date: _____

Prepared By (HR Specialist)

Date: _____

Verified By (Finance & Accounts Manager)

Date: _____

Approved By (Authorized Signatory)

Date: _____