

FINAL SETTLEMENT & GRATUITY PAYROLL

---

**EMPLOYEE DETAILS**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Designation: \_\_\_\_\_  
Date of Joining: \_\_\_\_\_ Date of Leaving: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Total Service: \_\_\_\_\_

**SALARY DETAILS (FOR GRATUITY BASE)**

Basic Salary: \_\_\_\_\_ Allowances: \_\_\_\_\_  
Last Drawn Salary: \_\_\_\_\_ Daily Rate Basis: \_\_\_\_\_

**SETTLEMENT BREAKDOWN**

Description of Earnings / Additions	Amount	Description of Deductions	Amount
Gratuity Pay		Notice Period Recovery	
Pending Salary (Current Month)		Salary Advance / Loan Outstanding	
Leave Encashment		Asset/Property Damage Deductions	
Notice Period Pay		Other Deductions	
Other Additions / Bonuses			
<b>Total Additions (A)</b>		<b>Total Deductions (B)</b>	

**NET PAYABLE AMOUNT (A - B)**

I hereby acknowledge receipt of the amount stated above as the full and final settlement of all my dues, claims, wages, gratuity, and benefits arising from my employment with the Company. I declare that I have no further claims, rights, or actions of any nature against the Company, its management, or its affiliates.

\_\_\_\_\_  
Prepared By (HR)

\_\_\_\_\_  
Reviewed By (Finance)

\_\_\_\_\_  
Approved By (Management)

\_\_\_\_\_  
Employee Signature & Date