

GOLDEN HANDSHAKE

Payroll Run & Settlement Statement

Employee Name:

Employee ID:

Department:

Job Title:

Hire Date:

Separation Date:

Settlement Date:

Agreement Ref No:

1. SEVERANCE & EARNINGS PACKAGE

DESCRIPTION	AMOUNT
Severance Pay (Based on years of service)	
Ex-Gratia / Lump Sum Settlement Amount	
Notice Period Pay (In lieu of notice)	
Accrued Untaken Annual Leave payout	
Pro-rata Performance Bonus / Commission	
Other Compensation / Benefits buyout	
Total Gross Separation Package (A)	

2. DEDUCTIONS & RECOVERIES

DESCRIPTION	AMOUNT
Income Tax (PAYE) on Severance / Settlement	
Outstanding Company Loans / Advances	
Unreturned Assets / Property Damages	
Outstanding Salary / Advance Overpayment	
Other Authorized Deductions	
Total Deductions & Recoveries (B)	

3. FINAL SETTLEMENT SUMMARY

Gross Package (A)	
Less: Total Deductions (B)	
NET SETTLEMENT AMOUNT (A - B)	

SIGNATURES & AUTHORIZATIONS

Employee Signature & Date

Payroll Specialist Signature & Date

HR Director Signature & Date

Chief Financial Officer Signature & Date

By signing above, the Employee acknowledges and agrees that this statement represents a full and final settlement of all financial obligations, wages, benefits, and claims arising from or related to their employment and the subsequent mutual separation. The Employee confirms that upon receipt of the Net Settlement Amount, no further amounts are owed to them by the Employer.