

Final Settlement Record

Employee Name		Employee ID	
Department		Designation	
Date of Joining		Date of Resignation	
Last Working Day		Reason for Leaving	

Settlement Details

Description	Amount (USD)
Salary for the month	
Leave Encashment	
Bonus	
Other Earnings	
Total Earnings	
PF Deduction	
Tax Deduction	
Loan Recovery	
Other Deductions	
Total Deductions	
Net Payable Amount	

Remarks

Prepared By	Checked By	Approved By