

Date: [Insert Date]

To:

[Employee Name]

[Employee ID]

[Address]

Subject: Full and Final Settlement Acknowledgment

Dear [Employee Name],

This letter is to confirm the completion of your full and final settlement following your resignation/termination from [Company Name], effective [Last Working Date].

The total settlement amount of [Insert Amount] has been processed via [Bank Transfer/Cheque] on [Date]. This payment includes the following components:

- Salary for the period [Start Date] to [End Date]
- Leave Encashment
- Notice Period Pay (if applicable)
- Gratuity/Bonus (if applicable)
- Minus any statutory deductions and outstanding dues

By accepting this payment, you acknowledge that all your dues, claims, and entitlements from [Company Name] have been settled in full. There are no further liabilities or obligations remaining between you and the company.

We thank you for your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Name of Authorized Signatory]

[Designation]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], hereby acknowledge receipt of the full and final settlement amount mentioned above. I confirm that I have no further claims against [Company Name].

Signature: _____

Date: _____