

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Address Line 1]

[Address Line 2]

Subject: Full and Final Settlement Confirmation

Dear [Employee Name],

This letter is to confirm that the Full and Final Settlement of your accounts with [Company Name] has been completed following your resignation/termination effective from [Last Working Date].

The total settlement amount of [Currency and Amount] has been calculated based on the following components:

- Salary for the period [Start Date] to [End Date]
- Leave Encashment (if applicable)
- Bonus/Incentives (if applicable)
- Gratuity (if applicable)
- Deductions (Notice period/Taxes/Company assets)

The aforementioned amount has been credited to your bank account on record via [Payment Method] on [Date].

By accepting this settlement, you acknowledge that you have received all dues, benefits, and claims owed to you by the company. You further confirm that you have returned all company property, including ID cards, electronic devices, and confidential documents.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Yours sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

Employee Acknowledgment:

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

Signature: _____

Date: _____