

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Acknowledgment of Full and Final Settlement

Dear [Employee Name],

This letter serves to confirm that the full and final settlement of your dues with [Company Name] has been processed following your resignation/termination effective [Last Working Date].

The total payment amount of [Currency and Amount] has been disbursed via [Bank Transfer/Check/Other] on [Payment Date]. This payment includes the following components:

- Final month salary (pro-rated)
- Unused leave encashment
- Notice period pay (if applicable)
- Statutory bonuses or gratuity (if applicable)
- Any other reimbursements
- Less: Statutory deductions and outstanding recoveries

By accepting this payment, you acknowledge that you have received all compensation, benefits, and dues owed to you by the company. You further confirm that you have returned all company property, including keys, ID cards, electronics, and confidential documents.

We wish you the best in your future endeavors.

Sincerely,

[Authorized Signature]
[Name of Authorized Person]
[Designation]
[Company Name]

Employee Acknowledgment:

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

Signature: _____

Date: _____