

Date: [Insert Date]

To: [Employee Name]

[Employee ID]

[Address]

Subject: Final Settlement Discharge Letter

Dear [Employee Name],

This letter confirms that following your resignation/termination effective [Insert Last Working Date], the company has completed the final settlement of your dues.

The total settlement amount of [Insert Currency and Amount] has been processed via [Bank Transfer/Cheque] on [Insert Date]. This payment includes your base salary, prorated bonus, encashment of leave, and any other applicable benefits, minus statutory deductions and outstanding recoveries.

By accepting this final payment, you hereby acknowledge and agree to the following:

- You have received all compensation, benefits, and dues owed to you by [Company Name].
- You have returned all company property, including keys, ID cards, laptops, and confidential documents.
- You discharge [Company Name] from any further financial liabilities or claims arising from your employment.
- You will continue to adhere to the non-disclosure and confidentiality agreements signed during your employment.

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

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Job Title]

[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: _____