

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Final Settlement and Account Clearance

Dear [Employee Name],

This letter serves to confirm the final settlement of your accounts with [Company Name] following your resignation/termination effective [Last Working Date].

The details of your final settlement are as follows:

- **Final Salary:** [Amount]
- **Leave Encashment:** [Amount]
- **Bonus/Incentives:** [Amount]
- **Gratuity (if applicable):** [Amount]
- **Deductions (Notice pay/Loans/Assets):** [Amount]
- **Net Payable Amount:** [Total Amount]

We acknowledge that you have completed the formal clearance process, including the return of all company property (laptop, ID card, access keys, etc.) and the handover of your professional responsibilities.

The net payable amount mentioned above has been credited to your registered bank account on [Date] / is enclosed herewith via cheque number [Cheque Number].

With this payment, all financial obligations between [Company Name] and yourself are hereby settled in full. There are no outstanding dues from either party.

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

Sincerely,

[Authorized Signatory Name]

[Job Title]

[Company Name]

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: _____