**Full and Final Settlement Letter**

*[Your Company Logo]*

*[Company Name]*

*[Company Address]*

*[Date]*

*[Employee's Name]*

*[Employee's Address]*

Dear [Employee's Name],

**Re: Full and Final Settlement Agreement**

We regret to acknowledge your decision to part ways with [Company Name]. As part of the separation process, we have prepared the following Full and Final Settlement Agreement to document the terms and conditions of your departure. This agreement outlines the details of the severance package, return of company property, and any outstanding dues.

**1. Severance Package:**

In consideration of your services and to facilitate a smooth transition, we agree to provide you with a severance package as outlined in the attached document titled "Severance Pay Terms." Kindly review this document carefully and sign where indicated to signify your acceptance.

[***[Refer this policy template]***](https://docs.google.com/document/d/1v6ehFaUqsayXNE2hZBMi3aF-q9eaPDJJ6k_G6sJLNQA/edit?usp=sharing)

**2. Return of Company Property:**

You are required to return all company property, including but not limited to laptops, access cards, keys, and any other assets, in proper working condition, on or before [last working day]. Additionally, you agree to the terms specified in the attached document titled "Property Return Agreement."

**3. Laptop Damages and Data Deletion:**

In the event of any damages to the company-issued laptop, you agree to cover the repair or replacement costs as outlined in the attached document titled "Laptop Damages Agreement." Furthermore, you acknowledge your responsibility to delete any personal data or files from the laptop before returning it.

[***[Refer this policy template]***](https://docs.google.com/document/d/11MJlW4bHg5AgCoPGfeMZulqAOFgVMXAzUpBLkAQ0tSo/edit?usp=drive_link)

**4. Confidentiality and Non-Disclosure:**

You reaffirm your commitment to maintain the confidentiality of any proprietary information, trade secrets, or sensitive data obtained during your employment with [Company Name]. Please refer to the attached document titled "Confidentiality Agreement" for further details.

**5. Final Settlement of Dues:**

Upon acceptance of this agreement, [Company Name] will settle all outstanding dues, including but not limited to salary, bonuses, and accrued benefits up to your last working day.

**6. Tax Implications:**

You understand that the settlement amount is subject to applicable taxes and deductions. [Company Name] will provide the necessary documents for tax purposes.

By signing below, you acknowledge that you have read and understood the terms and conditions outlined in this Full and Final Settlement Agreement and its attached documents.

[Employee's Signature] [Date]

[Company Representative's Signature] [Date]

[Designation]

[Company Name]

Please keep a copy of this agreement for your records. If you have any questions or concerns, feel free to contact [HR Representative] at [HR Representative's Email] or [HR Representative's Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]