

FULL AND FINAL SETTLEMENT

Name of the Employee	:	Gaurav
Employee Reference Number	:	123
Date of Joining	:	01-05-2020
Date of Leaving	:	01-05-2025
Period of Service	:	5 years - 0 months
Gross Salary	:	15000
Basic Salary	:	12000
Reason for Leaving	:	Better Prospect

STATEMENT OF PAYMENT

	Amount
1 Unpaid Salary	
2 Ex -Gratia (Variable Pay)	5800
3 Payment of Gratuity	37500
4 Payment of Bonus for the year	12000
5 Leave Encashment 11 days for the year 2024-25	-
6 Others	
7 Less : Advance	10000
8 Add : 1 Month Notice Period	5000
TOTAL :	40,300.00

Rupees Forty Thousand, Three Hundred Only

RECEIPT

I Gaurav the undersigned Employee of M/s Sejal Exports (India) having its office at CE-4011, Bharat Diamond Bourse,Bandra Kurla Complex,Bandra (East), Mumbai - 400 051.

Received a sum of Rs40300 /- Rupees Forty Thousand, Three Hundred Only

Vide on line transfer from Bank of India towards Full & Final Settlement of my all legal dues as detailed above in the statement of payment. Further, I State that I have no claim against the company whatsoever including the claim of reinstatement and re-employment. I undertake that I shall not file any claim against the firm in any court of Law, I also undertake that I shall not file any demand in respect of reinstatement with back wages and continuity of service or file any complaint in the Court of Law.

Gaurav

Witness Table Leader: Mangesh

HR: Hetal