

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

<u>STATEMENT OF PAYMENT</u>		<u>Amount</u>
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
T O T A L :		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