**Full and Final Settlement Letter Format**

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| Ref: HR/FF/  Date:  Mr./Ms \_\_\_\_\_\_\_\_  [Address]  Dear Mr./Ms. \_\_\_\_\_\_\_,  Following the terms and circumstances of your employment letter, your full and final settlement has been made following your resignation letter dated [date] and subsequent relief from your obligations on [Relieving date].  Please find a cheque bearing no. [cheque no.] dated [date] for Rs. [Amount] drawn on [Bank Name] Bank for your full and final payment. The account settlement statement is also attached.  With this, your account with our company is closed, and the company owes you nothing.  Thank you  With regards,  Name & Designation  Encl: Full & Final Statement  Cc: Immediate Reporting head –Please arrange to hand over the cheque to Mr./Ms. \_\_\_\_\_\_\_ and return us the full and final settlement duly signed by him/her.  Cc: Personnel Dossier |

**Full and Final Settlement Example**

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| Ref: HR/FF/010122  Date: 22nd July 2019  Mr. Namit Patel  23, Shine Tower,  Garden Street 2  Ahmedabad, Gujarat, 380053  Dear Mr. Namit Patel  Following the terms and circumstances of your employment letter, your full and final settlement has been made following your resignation letter dated 17th July 2019 and subsequent relief from your obligations on 17th September 2019.  Please find a cheque bearing no. SBINA010101 dated 22nd July 2019 for Rs. 30,000 drawn on the State Bank of India for your full and final payment. The account settlement statement is also attached.  With this, your account with our company is closed, and the company owes you nothing.  Thank you  With regards,  Nitya Patel  HR Manager  Encl: Full & Final Statement  Cc: Personnel Dossier |

**Format 1 - From HR to Third-party**

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| HRD/xxx/12/xxx Date    **To Whomsoever it May Concern**    This is to certify that Mr. (Name) was working with us as a (Designation) and his full and final settlement for the dates from (Date) to (Date) is as follows:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Salary Details Actual Payable LOP:** 1 Day  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Basic Salary : xxxx xxxx  Conveyance Allowance: xxxx xxxx  Medical Reimbursement: xxxx xxxx  Leave Salary: xxxx  Management Allowance xxxx ------  HRA ------  Telephone Reimbursement: ------  Journals: ------  Gratuity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Deductions Amount**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contribution to EPF @ 12% of Basic Salary xxxx  Contribution to ESI @ 1.75% of Gross salary ----  Transportation: ----  Mediclaim: ----  LIC ----  TDS xxxx  Other Dues ----  Profession Tax ----  **Gross Salary xxxxx**  **Net Salary Payable xxxxxx**    For (Company Name)  Authorized Signatory |

**Format 2**

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| Date: 6th March 2008  To,  Mr. [Employee Name]  Address  Subject - Full and Final Settlement  Dear [Employee Name],  With reference to your Resignation Letter dated [date], the management has duly accepted the same and accordingly you are being relieved from the services of the company as [Job Title] with effect from [date].  a) Herewith, attached the cheque amounting to Rs [mention amount], along with the computation sheet towards your Full and Final Settlement.  OR  b) We confirm the receipt of Rs [mention the amount] by Cheque / DD no. [mention the cheque/DD number] dated [mention date] drawn on against the amount in lieu of Notice Period.  We wish you all the success for your future.  for [Company Name]  [Your Designation]  Encl: 1) [Name of the Bank] Cheque no. [cheque no.] dated [mention the date]  2) Computation Sheet. |