

Final Settlement - Calculation				
Employee :		Date:		
Company :		Service Completion		
Designation:		Date Joined :		
Employee No.:		Date of completion :		
Basic Salary				
HRA				
Other Allowance				
Gross Salary				
EOSB		Remarks		
Date Joined		After 5 Years		
Last Work day		Last Work day		
Total Days for 1st 5 yrs		Unpaid Leave day/s		
Total Worked Days		Worked Days after 5 years		
EOSB for 5 Years		E.O.S per/W.days		
EOSB (Value) for First 5 Years or Termination		EOSB (Value) after 5 years		
EOSB for Less than 3 Years		<div>Total Payable Value</div>		
EOSB (Value) for less than 3 Years				
EOSB for Less than 5 Years				
EOSB (Value) - More than 3 & less than 5 Years				
E.O.S (Value)				
Leave Details		As Per Labour law		Remarks
Leave Entitled				
Accrued Leave Days				
Leave Taken				
Net Balance				
Value (AED)				
Others(Additional)		Remarks		
Salary for Month / Year				
Notice Period				
Cash in Lieu				
Total(AED)				
Deduction		Remarks		
Others				
HRA				
Total (AED)				
Net Payment				

I _____, hereby confirm that the above details includes my Leave balance, Repatriation notice, End of services benefits from the company, my signature on this indemnity is considered as release of my liability on part of the company and in future I should not raise any claim/dues from the company.

Prepared By (HR)

Verified By (HR)

Signature of Employee

Endorsed By
Finance Department

Approved By
Human Resources Director