

FULL AND FINAL SETTLEMENT APPLICATION FORM

Employee Details

Name of the Employee:			
Employee ID (If allotted):			
Designation:			
Department:			
Date of Joining:		Last Working Day	

Reason for Leaving:

- ☐ RESIGNATION
☒ TERMINATION
☐ RETIREMENT
☐ OTHER PLEASE SPECIFY

Details of Pending Dues (if applicable):

Unpaid Salary (mention months):	TO		FROM	
Leave Encashment (If Any)				
Bonuses/Incentives (If Any)				
Gratuity (if eligible)				
Reimbursements (e.g., travel, office expenses) :(If Any)				
Other (please specify):				

Organizational Property Clearance:

ID Card Returned			
Company Assets (e.g., laptop, phone) Returned			
Office Documents/Materials Returned			

Bank Account Details for Settlement Transfer:

Bank Name:			
Account Number			
IFSC Code:			

Self-Declaration by Employee:

I hereby confirm that the information provided above is accurate and that I have returned all Organizational property entrusted to me. I request the processing of my Full and Final Settlement.

Employee Signature

Date

SOLUTION

For Office Use Only:

HR Department Clearance:			
Name:			
Signature:			
Date			

Finance Department Clearance:

Name:			
Signature			
Date			
Settlement Processed By:			
Final Amount Paid:	₹		

Note	The consideration amount will be paid through cheque only with in 7 working days of submission of Dully Filled Application
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