

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Termination of Employment and Final Settlement Offer

Dear [Employee Name],

This letter serves to formally confirm the termination of your employment with [Company Name], effective [Last Working Day Date], due to [Reason for Termination, e.g., Restructuring/Early Contract Termination].

In accordance with your employment agreement and company policy, your final settlement consists of the following:

- **Final Salary:** [Amount] (Pro-rated for the period of [Dates])
- **Unused Annual Leave:** [Amount] (Equivalent to [Number] days)
- **Notice Pay:** [Amount] (In lieu of [Number] months/days notice)
- **Severance Pay:** [Amount] (Calculated based on [Number] years of service)
- **Early Termination Compensation:** [Amount] (Additional discretionary payment)
- **Other Entitlements:** [List any bonuses, commissions, or expenses]

Total Gross Settlement Amount: [Total Amount]

Please note that all payments are subject to statutory tax deductions and any outstanding debts owed to the company (e.g., unreturned equipment or salary advances).

Conditions of Settlement:

This settlement is offered provided that you return all company property (laptop, keys, ID badge) by [Date] and adhere to the confidentiality and non-disclosure clauses outlined in your employment contract.

Payment will be transferred to your registered bank account on or before [Payment Date].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], hereby acknowledge receipt of this letter and accept the final settlement terms as stated above. I confirm that I have no further claims against [Company Name].

Signature: _____ Date: _____