

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Full and Final Settlement Confirmation

Dear [Employee Name],

This letter is to confirm that the full and final settlement of your accounts with [Company Name] has been completed following your resignation/termination effective [Last Working Date].

The total settlement amount of [Amount] has been calculated as follows:

- Salary for the period [Start Date] to [End Date]
- Leave Encashment (if applicable)
- Bonus/Incentives (if applicable)
- Gratuity (if applicable)
- Less: Statutory Deductions (Tax, PF, etc.)
- Less: Any outstanding dues or company property recovery

The net amount of [Net Amount] has been credited to your bank account on [Payment Date] via [Transaction Method/Reference Number].

By accepting this payment, you acknowledge that you have received all dues, benefits, and claims from the company. You further confirm that you have returned all company property, including laptops, ID cards, keys, and any other confidential materials.

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

Yours sincerely,

[Signature]
[Name of Authorized Signatory]
[Designation]
[Company Name]