Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Address: [Employee Address]

Subject: Update on Final Settlement Processing

Dear [Employee Name],

This letter is to provide you with an update regarding the processing of your final settlement following your resignation/termination effective [Last Working Date].

We wish to inform you that your full and final settlement is currently being processed. This includes the calculation of your final salary, accrued leave encashment, bonuses, and any other applicable dues, minus any outstanding liabilities or statutory deductions.

The estimated timeline for the completion of this process is as follows:

- Expected Completion Date: [Date]
- Mode of Payment: [Bank Transfer/Check]

Once the process is complete, you will receive a detailed settlement statement for your records. Please ensure that all company property (laptop, ID cards, access tokens) has been returned to the HR department to avoid any delays.

If you have any questions regarding your benefits or the status of your payment, please contact the Finance/HR Department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]
[Your Designation]
[Company Name]