|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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: | | | | | | |
|  | | | | | | |
| 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 | | | | | | |
| 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 | | | | | |