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|  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 SignatureDate |
| 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  |