

Final Settlement Confirmation Form

Confirms payroll, benefits, and dues settlement completion.

01 Employee Information

Employee Name

Employee ID

Department

Last Working Date

Exit Date

02 Settlement Components

Pending Salary

Leave Encashment

Bonus Due

Deductions

Gratuity

Severance Pay

Total Settlement Amount

Currency

03 Payment

Payment Method

Payment Date

Bank Details Confirmed?

04 Confirmation

Confirmed By

Confirmation Date

Additional Notes

Declaration & Consent

I confirm that the final settlement amounts detailed above are accurate and complete. All outstanding dues, deductions, and entitlements have been calculated in accordance with the employment contract and applicable regulations. Payment will be processed on the specified date. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation