## **Sample Full and Final Settlement Letter**

**[Company Letterhead]**

**Date: [Date]**

**[Employee Name] [Employee Address]**

Dear [Employee Name],

This letter serves as confirmation of your full and final settlement of all outstanding amounts due to you upon your termination of employment with [Company Name], effective [Last Day of Employment].

Details of Settlement:

* Gross Salary: [Amount] (earned wages for the period up to [Last Day of Employment])
* Unpaid Leave: [Amount] (if applicable, specify type of leave, e.g., accrued vacation time)
* Bonus: [Amount] (if applicable)
* [Other Applicable Payments] (list any other relevant payments)
* Total Gross Pay: [Amount]

Deductions:

* Taxes: [Amount]
* [Other Deductions] (list any other relevant deductions)
* Total Deductions: [Amount]

Net Pay: [Amount] (Total Gross Pay minus Total Deductions)

The net amount of [Net Pay] has been transferred to your bank account ending in [Last four digits of bank account] on [Payment Date]. A separate email will be sent with a detailed breakdown of your earnings and deductions.

Please note: This payment and this letter constitute a full and final settlement of all claims arising from your employment with [Company Name], including but not limited to, wages, benefits, severance pay, and any other compensation.

We wish you all the best in your future endeavors.

Sincerely,

**[HR Representative Name] Human Resources Department [Company Name]**

**Attachments:**

* **(Optional) Breakdown of Earnings and Deductions**