

FULL & FINAL SETTLEMENT RECEIPT

Name & address of Establishment		
Name of Employee		
Father's Name		
Age/DOB :	Date of Joining :	Date of Leaving :
Last pay drawn :	Date of Settlement :	
One month wages/Salary in lieu of Notice		₹
Gratuity Under Payment of Gratuity Act 1972	No. of ____ Days @ ₹	₹
Leave Encashment	For ____ days @ ₹	₹
Bonus for the financial Year		₹
Ex-Gratia		₹
Retrenchment Compensation		₹
Total		₹
Rupees :		

I do hereby admit and acknowledge have this day received from the Management of said Establishment

Sum of ₹ . _____ (₹ _____

_____) in full and final settlement of all the entire service claims arising out of my service with the aforesaid management for the period mentioned above and as per the above mentioned details.

In consideration of the above payment received by me, I have no more claims of any nature whatsoever, including the claim of re-employment/re-instatement against the Establishment nor shall I prefer any such claim against the said Management, personally or through any of my representative, agents, hereunder at any time in future.

I say that I have left & resigned from the employment with the above Management of my own free will and choice. I hereby discharge the management of all liabilities arising out of my service with them. The contents hereinabove have been read over and explained to me in the language I understand. I have signed this receipt with full knowledge of the contents hereof, which are true to my own knowledge.



Signature of Employee

Witness 1 _____

2 _____