

Full and Final Settlement Letter Example

Ref: HR/FF/010122

Date: 26th May 2023

Ms. Juhi Sharma

**05, Sangini Bungalows
Surat, Gujarat, 390057**

Dear Ms. Juhi Sharma

Following the terms and circumstances of your employment letter, your full and final settlement has been made following your resignation letter dated 23rd May 2023 and subsequent relief from your obligations on 23rd July 2023.

Please find a cheque bearing no. SBINA010101 dated 26th May 2023 for Rs. 35,000 drawn on the State Bank of India for your full and final payment. The account settlement statement is also attached.

With this, your account with our company is closed, and the company owes you nothing.

Thank you

With regards,

Janki Patel

HR Manager

Encl: Full & Final Statement

Cc: Personnel Dossier

Final Letter

Jianjun Gao



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