**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Full-n-Final Settlement with Confirmation

With reference to your Resignation Letter dated **#date of resignation#**, the management has duly accepted the same and accordingly you are being relieved from the services of the company as **#\*designation\*#** with effect from **#\*dateofexit\*#**.

Herewith, please find enclosed the cheque amounting to **#Amount#,** along with the computation sheet towards your Full and Final Settlement. Kindly acknowledge the same by returning a signed copy of this document for our records.

We wish you all the best and success for your future endeavors.

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_