

Employee Final Settlement No Dues

Subject: Final Settlement and Clearance Certificate

Dear [Employee Name],

It has been a pleasure working with you during your tenure at [Company Name]. As you move on to new opportunities, we want to ensure a smooth transition.

This letter confirms that all your final settlements have been processed:

- Final salary for [Month/Year]
- Pending leave encashment
- Bonus and incentive payments
- Expense reimbursements

No dues remain outstanding from either side. All company property has been returned, and your employment records are clear.

We wish you great success in your future endeavors and hope our paths cross again.

Best wishes,

[HR Manager Name]

[Company Name]

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