

# Full and Final Settlement Policy

## Overview

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This policy explains how dues are settled for employees who leave [Name of the Company](#) through resignation, termination or retirement.

## The Exit Process

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- Resignation: submit it by email to your reporting manager and HR.
- Notice period: serve a notice period of [30/60/90](#) days. If you do not serve the notice, salary for the unserved days will be recovered.
- Last working day (LWD): confirmed only after the resignation is accepted.

## Clearance (No Dues)

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Before the final payout, you must get a “No Dues” clearance by:

- Returning all company assets (laptop, ID card, keys and so on)
- Settling any outstanding travel bills or salary advances
- Handing over your tasks to your reporting manager

## Settlement Calculation

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The final payout is your earnings minus your deductions.

- Earnings: unpaid salary up to the LWD, leave encashment, bonus (if applicable) and gratuity (if you have more than 5 years of service).
- Deductions: unserved notice pay, PF and tax, outstanding loans and asset damages.

## Timeline

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- Payout: processed within [30-45](#) days of the LWD, once clearance is complete.
- Documents: the relieving letter and experience certificate are issued only after the FNF settlement is processed.

## Disputes

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Raise any discrepancy in the FNF statement within 7 days of receiving it.