

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[HR Manager Name]

Human Resources Department

[COMPANY NAME]

**Subject: Request for End-of-Service Settlement — [YOUR FULL NAME], Employee ID [NUMBER]**

Dear [HR Manager Name],

Further to [my resignation dated DATE / the conclusion of my contract on DATE], my last working day with [COMPANY NAME] is [LAST WORKING DAY]. I am writing to formally request the calculation and settlement of my end-of-service entitlements.

Based on my service from [JOINING DATE] to [LAST WORKING DAY] ([X years, Y months]), I understand my final settlement should include: end-of-service gratuity calculated per the applicable labour law; salary up to the last working day; payment for [NUMBER] days of accrued unused annual leave; [any other dues — e.g. air ticket allowance, expense reimbursements, commission].

I would appreciate receiving a breakdown of the calculation for my review, and confirmation of the settlement date. I understand settlements are typically due within the period prescribed by the labour law following the end of service.

Kindly also arrange the following documents: my experience/service certificate, [visa cancellation papers, where applicable], and confirmation of the salary transfer letter release to my bank. I remain available to complete any clearance formalities. Thank you for your support during my time with the company.

Yours sincerely,

[Your Full Name]

[Job Title], Employee ID [NUMBER]

[Phone] · [Personal Email]

[Date]