



HR/REC

May 2019

RELIEVING LETTER

TO

Rahul Anand
Emp.No 19337

Dear Rahul Anand,

This has reference to your resignation Letter 07/02/2019 . The Management has accepted your resignation and you have been relieved from the services of the company at the closing hours of 28/02/2019

We wish you success in all your future endeavors.

For Hinduja Leyland Finance Limited.

A handwritten signature in blue ink, appearing to read 'D Bishwanath'.

D Bishwanath,
HR Head



HINDUJA LEYLAND FINANCE

EMPLOYEE ID	19337	Last Drawn Salary	
NAME	Rahul Anand	BASIC	10000
DESIGNATION	EXECUTIVE	HRA	5000
DATE OF JOINING	04/06/2018	CONVEYANCE	800
DATE OF RESIGNATION	07/02/2019	LOCATION ALLOWANCE	0
DATE OF RELIVING	28/02/2019	LTA	833
PRESENT DAYS(Sal.Pending Days)	28	MEDICAL ALLOWANCE	1250
PAY DAYS(Last working Month)	28	SPECIAL ALLOWANCE	9003
No.Of.LOP	0	DA	0
SHORT NOTICE		FOOD ALLOWANCE	0
LEAVE ENCASHMENT		CCA	0
		STIPEND	0
		PERFORMANCE MONTHLY	0
		TOTAL	26886
Att. for Last Working Month =	DUES	DEDUCTIONS	
BASIC	10000.00	PF	1800
HRA	5000.00	ESI	0
CONVEYANCE	800.00	PT	0
LOCATION ALLOWANCE	0.00	TDS	0
LTA	833.00	LWF	0
MEDICAL ALLOWANCE	1250.00	OTHER DEDUCTIONS	0
SPECIAL ALLOWANCE	9003.00		
DA	0.00		
FOOD ALLOWANCE	0.00		
CCA	0.00		
STIPEND	0.00		
PERFORMANCE MONTHLY	0.00		
GROSS TOTAL	26886.00	GROSS DEDUCTIONS	1800
PF Employer contribution	0		
Net Payable	25086		

Declaration : I, Confirm the receipt of amount Rs.Twenty Five Thousand Eighty Six only towards full and final settlement of all my dues from the Company.

HR DEPARTMENT

Signature of EMPLOYEE

Signatures With Date

Name