



Neha Dahake &lt;nehadahake03@gmail.com&gt;

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## Resignation Acceptance with Full and Final Settlement

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**HR VSEPL** <hr@vishwasamudra.in>

Sat, Nov 15, 2025 at 4:15 PM

To: "nehadahake03@gmail.com" &lt;nehadahake03@gmail.com&gt;

Cc: Saloni Shantaram &lt;saloni@vishwasamudra.in&gt;

Dear Neha Dahake,

We confirm that your resignation has been accepted, and you are relieved from your duties with immediate effect. We appreciate the services rendered by you during your tenure with our organization.

As per records, we have prepared your Full and Final (F&F) calculations, and the statement is attached to this email for your reference. The F&F payment will be credited to your savings bank account once you review and confirm your acceptance within 3 working days.

This includes all your dues, including salary, leave encashment, and any other applicable benefits. Please review the attached F&F statement and confirm.

By accepting this payment, you acknowledge that it constitutes your full and final settlement. There will be no future claims or disputes.

Upon receipt of your confirmation, we will process your F&F payment.

If you have any queries or concerns, please let us know.

<b>Full and Final Settlement</b>				
Employee Code	10020164		Date of Joining	29-Jan-24
Name Of Employee	Neha Dahake		Date of Leaving	21-Oct-25
Department	Commercial & Billing		Oct25 Month Earning Days	26
Designation	Engineer		Location	Chembur
<b>Earnings</b>			<b>Deductions</b>	
Description	Fixed	Earned Amount	Description	Amount
Basic	42,900	37,180	Provident Fund	1,800
HRA	17,160	14,872	Professional Tax	200
Child Education	200	173	TDS	-
Special Allowance	15,940	13,815	NPS	-
Mobile Allowance	-	433	Nov 25 EPF	-
Notice Pay Benefit	-	76,200	Nov 25 PT	-
PL Encashment	-	35,475	Imprest/EPF/Other	-
Other/Arrears/Imprest	-	-		-
26-Oct to 31 Oct 2025 (Earned )	-	-		-
Nov 25 Earned	-	-		-
<b>Total Gross</b>	<b>76,200</b>	<b>1,78,148</b>	<b>Gross Deductions</b>	<b>2,000</b>
Employer PF	1,800	1,800	Employer PF	1,800
<b>Total CTC (Gross+ER PF)</b>	<b>78,000</b>		<b>Net Amount (ED Gross - Gross Ded)</b>	<b>1,76,148</b>

**Best Regards,**

**VSE HO HR**