

END OF SERVICE ENTITLEMENT

Company & Employee Details

Company Name	<<Service_Request_Customer>>	License Number	<<Service_Request_License>>
Employee Name	<<Service_Request_Contact>>	Employment Card / Identity Card Number	<<Document_Detail_Card_Number>>
Employee Joining Date	<<Contact_Join_Date>>	Last Working Day	<<Service_Request_Termination_Date>>
Duration of Service in Years	<<Service_Request_Visa_Duration_Stay>>	Termination Type	<<Service_Request_Cancel_Reason>>

Employment & Salary Details	Amount (AED)
Basic Salary per Month	<<Contact_BASIC_SALARY_000>>
Accommodation Allowance per Month	<<Contact_Accommodation_Amount_000>>
Food Allowance per Month	<<Contact_FOOD_AMOUNT_000>>
Transportation Allowance per Month	<<Contact_Transport_Amount_000>>
Other Allowances per Month	<<Contact_Other_Allowance_000>>

End of Service Calculations

Due Salary Payments (If Any)		Amount (AED)
Due Salary <<Service_Request_Person_Internal_Ban_From_Date__s>> <<Service_Request_Person_Internal_Ban_to_Date__s>>	from till	<<Service_Request_Due_Salary_Amount__000>>
Due Overtime		<<Service_Request_Due_Overtime__000>>
Other Credits		<<Service_Request_Other_Credits__000>>
	Number of Days	
Non-availed Annual Leave	<<Service_Request_Non_availed_Annual_Leave_Days>>	<<Service_Request_Non_availed_Annual_Leave_Amount__000>>
Gratuity	<<Service_Request_Gratuity_Days>>	<<Service_Request_Gratuity_Amount__000>>
A. Total Amount Due		<<Service_Request_Total_Amount_Due__000>>

Deductions (If Any)	Amount (AED)
Cash Advances	<<Service_Request_Cash_Advances__000>>
Mobile / Telephone Bill	<<Service_Request_Mobile_Telephone_Bill__000>>
Others	<<Service_Request_Others__000>>
B. Total Deductions	<<Service_Request_Total_Deductions__000>>

C. Net Amount Payable (A-B)	<<Service_Request_Net_Amount_Payable_A_B__000>>
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Employee Acknowledgment

I hereby confirm that I have paid AED <<Service_Request_Net_Amount_Payable_A_B__000>> as a full & final settlement of all my dues to the company.

Employee Signature:
Date:

Company Acknowledgment

We hereby confirm that we have received AED <<Service_Request_Net_Amount_Payable_A_B__000>> as a full & final settlement of all the employee's dues from the employee.

We undertake to provide the repatriation ticket to the employee if he / she is exiting the country after the cancellation of visa. (Tick if applicable)

Company Authorised Signatory Signature:
Date: