

FINAL SETTLEMENT
最终结算

Name: _____ **Department:** _____ **Position:** _____
姓名: _____ **部门:** _____ **职位:** _____

Payroll No: _____ **Salary:** _____ **Allowances:** _____
薪资单编号: _____ **薪资:** _____ **津贴:** _____

Joining Date: 入职日期:	Last Working Date: 最后工作日期:	All Annual Leave Taken Until: ...前已休完的总年假天数	CNY	CNY
Days Annual Leave 年假天数:				
Public Holiday 公共假日:				
Days Off 休息日:				
Other 其它事项:				
Overtime 加班时间:				
Other Payments 其它款项:				
Current Month Salary 本月工资:				
Indemnity: 补偿额: _____ Deduction: 扣除额: _____				
	NET: 净收入:			

Human Resources Manager
人力资源部经理

Financial Controller
财务总监

Herewith I confirm the correct calculation of the final settlement and acknowledge, this will be the final settlement of my account with hotel. I accept, that the final amount will be transferred to my personal bank account.
本人确认且已知晓上述详细列明的金额系为本人与酒店之间的最终完全结算金额。
我接受上述金额并同意将此款项以汇款形式打入账户。

Signature: _____
签名 **Employee 员工**

Date: _____
日期

Signature: _____
签名 **General Manager 总经理**