

**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	
	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