

EXIT DOCUMENTS PACK

Experience Letter, Relieving Letter & Full and Final Settlement Statement | Version 1.0

[COMPANY NAME]

This pack contains three standard documents used when an employee separates from the Company: (1) an Experience Letter, (2) a Relieving Letter, and (3) a Full and Final Settlement Statement. Each is formatted to be issued as a standalone document — copy the relevant section onto Company letterhead when issuing it.

1. Experience Letter

[COMPANY NAME]

[Company Address, City, Nepal]

Date: [DD Month YYYY]

TO WHOMSOEVER IT MAY CONCERN

This is to certify that [Employee Name] (Employee ID: [•]) was employed with [Company Name] from [Date of Joining] to [Last Working Day], most recently serving as [Job Title], in the [Department] Department.

During this period, [his/her/their] conduct and performance were found to be [satisfactory / good / very good / excellent]. [He/She/They] left the organization on [Last Working Day] on account of [resignation / completion of contract / other — specify].

We wish [him/her/them] success in all future endeavors.

For [Company Name],

[Name]

[Designation, e.g., Head – Human Resources]

(Company Seal)

2. Relieving Letter

[COMPANY NAME]

[Company Address, City, Nepal]

Date: [DD Month YYYY]

[Employee Name]

[Employee Address]

Subject: Relieving Letter

Dear [Employee Name],

This is with reference to your resignation letter dated [•] and subsequent communication. We confirm acceptance of your resignation and that your last working day with [Company Name] was [Last Working Day].

You are hereby relieved of your duties and responsibilities at [Company Name] with effect from [Last Working Day].

- Please ensure all exit formalities are completed, including return of Company property (laptop, ID card, access cards, and any other Company assets), settlement of any outstanding advances, and handover/knowledge transfer of your responsibilities.
- Your full and final settlement will be processed in accordance with the Company's standard timeline, as set out in the accompanying Full and Final Settlement Statement.
- You continue to be bound by the confidentiality obligations in your Employee Non-Disclosure Agreement and any other post-employment obligations under your Appointment Letter, notwithstanding the end of your employment.

We thank you for your contribution during your tenure with us and wish you every success in your future endeavors.

For [Company Name],

[Name]

[Designation, e.g., Head – Human Resources]

3. Full and Final Settlement Statement

[COMPANY NAME]

Employee Name	[•]	Employee ID	[•]
Designation	[•]	Department	[•]
Date of Joining	[•]	Last Working Day	[•]
Reason for Separation	[Resignation / Termination / Retirement / End of Contract]	Settlement Date	[•]

A. Earnings

Description	Amount (NPR)
Salary for days worked in final month (pro-rata)	[•]
Leave encashment ([•] days unutilized Annual Leave)	[•]
Festival expense (pro-rata, if applicable)	[•]
Gratuity payable	[•]
Bonus (if applicable)	[•]
Other dues (specify): [•]	[•]
Total Earnings (A)	[•]

B. Deductions

Description	Amount (NPR)
Income tax (TDS)	[•]
Shortfall in notice period (if applicable)	[•]
Outstanding advances / loans	[•]
Value of Company property not returned (if applicable)	[•]
Other deductions (specify): [•]	[•]
Total Deductions (B)	[•]

Net Amount Payable to Employee (A – B)	[•]
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Note: Employer and employee contributions already deposited with the Social Security Fund/Provident Fund during employment are not included above and remain payable/withdrawable by the employee from that fund directly, per applicable Nepal law.

Acknowledgment

I confirm that I have received the net amount stated above in full and final settlement of all dues owed to me by [Company Name] arising from my employment, and that I have no further claim against the Company in this regard, other than any statutory right that cannot lawfully be waived.

Employee Signature

Name: [•]

Date: [•]

For [Company Name]

Name & Designation

Date: [•]

Disclaimer: This is a generic template made available by RigoHR for general reference. It is not a substitute for legal advice. Employers should have these documents reviewed by qualified Nepali legal counsel and adapted to the specific circumstances of each separation before use.