**Reminder Letter for Full and Final Settlement to Employer**

From:

Achraj Sharma

G-48, Green Apartments

Delhi

Date: July 30th, 2020

To,

The HR Manager

Zenith Technologies Pvt. Ltd.

Delhi

Sub: Issuance of Full and Final Settlement  
  
Dear Sir,

I am writing this letter as a gentle reminder to you in relation with my full and final settlement. Please refer to my letter of resignation, dated june 25th, 2020. Even after the expiry of over 35 days from the date when I resigned, my full and final settlement has not been made which is a matter of serious concern.

I am, therefore, writing this letter in order to request you to complete the process of full and final settlement and have all the dues cleared. I also request you to please share the original statement with me as soon as possible.

Thanking in anticipation.

Sincerely,

Achraj Sharma