

Relieving Letter
(Applicable to any Category of Employment)

<REF NO: COMPANY NAME/DEPT/MMYYYY/EMPLOYEE NO>

MM DD, YYYY

Name of the Employee

Location

Dear <Employee Name>

Sub: Relieving Letter

We are in receipt of your resignation dated **MM DD, YYYY**.

We have accepted your resignation and as per company policy you will be relieved with effect from **<Last date of employment>**

We wish you all the best for your future endeavors.

Thanking you

Yours Sincerely

For <Company Name>

<Name>

<Designation>