
Relieving Letter Format

[Company Letterhead / Logo]

Date: [DD/MM/YYYY]

To,

[Employee's Full Name]

[Employee's Address]

Subject: Relieving Letter

Dear [Employee Name],

This is to formally acknowledge that you were employed with **[Company Name]** from **[Date of Joining]** to **[Last Working Day]** as a **[Designation]** in our organization.

Based on your resignation letter dated **[Resignation Date]**, we confirm that you have been relieved from your duties with effect from **[Last Working Day]**.

We also confirm that all responsibilities and handovers assigned to you have been duly completed, and there are no pending obligations from your end.

We appreciate the contributions you have made during your tenure with **[Company Name]** and wish you success in your future endeavors.

For **[Company Name]**,

Authorized Signatory

[Name]

[Designation]