
Sample Relieving Letter

[Company Letterhead / Logo]

Date: 20 March 2026

To,

Mr./Ms. [Employee's Full Name]

[Employee's Address]

Subject: Relieving Letter

Dear [Employee Name],

This is to formally acknowledge and confirm that you were employed with [Company Name] from [Date of Joining] to [Last Working Day] as a [Designation] in the [Department Name].

We have accepted your resignation letter dated [Resignation Submission Date], and you have been relieved from your duties with effect from the close of business hours on [Last Working Day].

During your tenure with us, we found your contributions to be valuable, and we appreciate the professionalism, dedication, and sincerity you demonstrated towards your responsibilities. We confirm that you have completed all necessary handovers and formalities, and there are no dues pending from your end.

We thank you for your association with [Company Name] and wish you all the very best in your future professional and personal endeavors. We are confident that the skills and experience you have gained here will support you in achieving greater success in the years to come.

For [Company Name],

Authorized Signatory

[Name]

[Designation]