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## 1. Simple Relieving Letter Format for Employees

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Relieving Letter

**To Whomsoever It May Concern,**

This is to confirm that [**Employee Name**] was employed with [**Company Name**] as [**Designation**] from [**Joining Date**] to [**Last Working Day**].

We acknowledge the receipt and acceptance of their resignation dated [**Resignation Date**]. They have been relieved from their duties effective [**Last Working Day**].

All dues have been settled, and they have completed all exit formalities, including the return of company assets.

We thank them for their contribution and wish them success in their future endeavors.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## 2. Relieving Letter for Senior Positions

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Relieving Letter for [Employee Name]

**To Whomsoever It May Concern,**

This is to confirm that [**Employee Name**] served as [**Designation**] at [**Company Name**] from [**Joining Date**] to [**Last Working Day**].

We have accepted their resignation dated [**Resignation Date**], and they have been relieved from their duties effective [**Last Working Day**].

During their tenure, they made significant contributions to [**mention key areas such as leadership, strategy, team development, or projects**]. Their leadership and commitment have been highly valued by the organization.

All dues have been settled, and all responsibilities have been duly handed over.

We sincerely appreciate their efforts and wish them continued success in their future endeavors.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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### 3. Short Relieving Letter for Interns and Trainees

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Internship Relieving Letter

**To Whomsoever It May Concern,**

This is to certify that [**Intern Name**] has successfully completed their internship with [**Company Name**] from [**Start Date**] to [**End Date**].

They have been relieved from their responsibilities upon completion of the internship period. During their tenure, they demonstrated commitment and contributed positively to assigned tasks.

We wish them all the best for their future endeavors.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

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## 4. Relieving Letter for Contractors/Freelancers

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Project Completion and Relieving Letter

**To Whomsoever It May Concern,**

This is to confirm that [**Contractor/Freelancer Name**] was engaged with [**Company Name**] for [**Project Name**] from [**Start Date**] to [**End Date**].

They have successfully completed the assigned project and fulfilled all contractual obligations. Their services have concluded as of [**End Date**], and they are relieved from all responsibilities related to this engagement.

We appreciate their professionalism and quality of work and look forward to potential future collaborations.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

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## 5. Immediate Relieving Letter Sample

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Immediate Relieving Letter

**To Whomsoever It May Concern,**

This is to confirm that [**Employee Name**], employed as [**Designation**] at [**Company Name**], has been relieved from their duties effective immediately as of [**Date**].

Their employment with the organization stands concluded on the above-mentioned date. All necessary exit formalities will be completed as per company policy.

We thank them for their association and wish them the best in their future endeavors.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]

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## 6. Project-Based Relieving Letter Format

[On Company Letterhead]

**Date:** [DD/MM/YYYY]

**Subject:** Project-Based Relieving Letter

**To Whomsoever It May Concern,**

This is to certify that [**Employee Name**] was employed with [**Company Name**] for the project [**Project Name**] from [**Start Date**] to [**End Date**].

They have successfully completed all assigned responsibilities related to the project and have been relieved from their duties effective [**End Date**].

We appreciate their contribution to the successful completion of the project and wish them success in their future assignments.

**Sincerely,**

[Authorized Signatory Name]

[Designation]

[Company Name]

[Company Seal]