

Relieving Letter:

Date:_____

Employee Name:

Emp. ID:

Designation, Department

Company Name, Location

Sub: Relieving Letter

Dear ABC,

This is with reference to your resignation dated <date of resignation>.

Your resignation has been accepted and you are relieved from the services of our company effective from the closing hours of <date of relieving>.

We thank you for your efforts and contribution during your tenure with us and wish you all the best in your future endeavors.

Yours sincerely,
for <company name>

Manager-HR