

[Company Name]

[Company Address]

Date

Relieving letter

Dear [Employee Name],

With reference to your resignation email dated [Employee_Resignation_Date], you are hereby relieved from your duties as on [Employee_Relieving_Date]. We confirm that you have been working with [Company_Name], as [Employee_Designation] from [Employee_Joining_Date] to [Employee_Relieving_Date].

We would like to thank you for your service with [Company_Name] & wish you the best in your future endeavors.

For [Company_Name]

[HR Lead_Name]

[HR Lead_Designation]

[Company Name]

[Company Address]

Date

Relieving Letter

This is to certify that [Employee's Full Name], Employee ID [Employee ID], has successfully completed his/her tenure at [Company Name] as [Job Title] from [Joining Date] to [Last Working Date].

During their time with us, [Employee's Full Name] exhibited dedication, teamwork, and a strong work ethic. Their contributions have been valuable to our organization. We wish them success in their future endeavors.

Sincerely,

[HRName]

[HR Title]

[Contact Information]