

Relieving Letter Format

[Company Letterhead]

Date: [DD Month YYYY]

To,

Mr./Ms. [Employee Name]

[Designation]

[Department]

Employee ID: [ID]

Subject: Relieving Letter

This is to certify that Mr./Ms. **[Employee Name]** has been relieved from their duties as **[Designation]** with **[Company Name]** effective from **[Last Working Day – DD Month YYYY]**. Their resignation dated **[Resignation Date]** has been accepted, and all required handover formalities have been duly completed.

We wish Mr./Ms. [Employee Name] success in all their future professional endeavors.

Sincerely,

[Name of HR / Manager]

[Designation]

[Company Name]

[Signature & Stamp]