**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

Subject: Relieving letter

With reference to your resignation letter dated on **#resignation date#** we hereby relieve you you’re your duties. We confirm that you have been working in our organization from **#\*dateofjoining\*#** to **#\*dateofexit\*#.**

During your employment with us as **#\*designation\*#** we found you to be hard working, diligent and honest in performing your duties. We’re sad to see you leave our organization and regret your absence from our office.

We sincerely thank you for your service and wish you the best in your future endeavors.

For **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Designation#**

**#Signing Authority Name#**

*Please return a duly signed copy of this relieving letter for our records.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_