**#Date#**

To,

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

**#\*currentaddress\*#**

Subject: Relieving letter

This is with reference to your resignation letter, dated **#date of resignation#** wherein you expressed your desire to be relieved from the services of our company on **#requested exit date#**.

We would like to inform you thatyou have served the notice period and your resignation has been accepted. Your relieving date is the same as agreed when accepting your resignation.

Your salary, perks and other benefits have been settled with the organization and you can collect the same on the day of relieving, after the office hours.

Your contribution to the organization toward its growth and success will always be appreciated. Wish you all the best in your future endeavors.

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

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

**#Signing Authority Designation#**

**#Signing Authority Name#**

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

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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