TO WHOMSOEVER IT MAY CONCERN

To,                                                                                        Date :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_.

From

\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sub : Relieving Letter

Dear Mr/Ms/Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_,

This is with reference to your resignation dated \_\_\_\_\_\_\_\_\_\_\_\_, your resignation has been accepted and you are relieved from the services of our company effective from the closing hours of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

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

Yours sincerely,

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory.