To Place:

Employee ID, Date:

Employee Name,

Designation.

Sub: Releasing letter.

Dear **Mr./Ms.** \_\_\_\_\_\_\_\_(**Employee name**),

This is in reference to your resignation dated \_\_\_\_\_\_\_\_\_\_, you are being relieved from the services of the company on \_\_\_\_\_\_\_\_\_\_\_\_ as a \_\_\_\_\_\_\_\_\_\_\_\_\_(**designation**).

You will be kept on notice period during this time, and your full and final settlement will be processed after your last working date.

We thank you for your efforts and contributions during your tenure with us.

We wish you all the best in your future endeavours.

Thanking you.

For The Company Name,

Authorized Signatory.