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To Place:

Employee ID, Date:

Employee Name,

Designation.

Sub: Relieving letter.

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

This is to inform you that your resignation dated \_\_\_\_\_\_\_\_ has been accepted, and your last working date will be the \_\_\_\_\_\_\_\_.

As per the company’s relieving policy, you have to serve a two-month notice period.

We appreciate your efforts and hard work and we wish you all the best in all your future endeavours.

Thanking you.

Sincerely,

Signature.