**­**

To Place:

Employee ID, Date:

Employee Name,

Designation.

Sub: Relieving letter.

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

This is in response to your resignation dated \_\_\_\_\_\_\_\_\_, you will be relieved from your current job as a \_\_\_\_\_\_\_\_\_\_\_ (**job designation**) W.E.F \_\_\_\_\_\_\_\_.

You will be kept under notice period until the last working date, as per the company norms.

During your tenure, we found you sincere and hardworking.

We wish you all the success in your future ventures.

For the Company Name,

Authorized Signatory.