

Relieving Letter

Date: _____

To
Mr. _____
_____ (residential address)
Phone No: _____

Sub: Relieving from your employment

Dear _____,

You worked at _____ ("**Company**") from _____ to _____ for _____ years ("**Term**"). Pursuant to your cessation of employment with the Company from _____, the Employment Agreement dated _____ ("**Employment Agreement**") also stands terminated.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Company, certain of your obligations under your Employment Agreement will continue. These obligations include, but may not be limited to the following obligations –

1. All developments made and works created by you during the Term of your employment with the Company is the exclusive proprietary property of the Company, that any and all copyright(s) and other proprietary interest(s) therein shall belong to Company.
2. You shall not divulge the Confidential Information of the Company to any third party.
3. You shall not give any statement or send write-ups or post anything regarding the Company in any form of media.

You have received your full and final settlement, you have returned the properties of the Company and have completed all formalities with respect to your cessation of employment with the Company.

If you have any questions concerning the information contained in this letter, please contact me directly.

We wish you all the best for your future endeavours!

Yours sincerely,

SIGNED AND DELIVERED BY:

Signed for and on behalf of the Company by:

[Insert Name]

Signed by the Employee while accepting the relieving letter:

WITNESSED BY:

Name:

Address:

Name:

Address:

Version - 2

Relieving Letter

[Company_Name]

[Company_Address]

DD/MM/YYYY

Relieving letter

Dear [Employee_Name],

With reference to your resignation email dated [Employee_Resignation_Date], you are hereby relieved from your duties as on [Employee_Relieving_Date]. We confirm that you have been working with [Company_Name], as [Employee_Designation] from [Employee_Joining_Date] to [Employee_Relieving_Date].

We would like to thank you for your service with [Company_Name] & wish you the best in your future endeavours.

For [Company_Name]

[HR_Name]

[HR_Designation]