**Letter of Relieving Format**

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| Date [DD/MM/YY]  Employee's Name  Employee ID  Employee Designation  Subject  Salutation [MR./Mrs./Miss/Ms.] [Name]  The acceptance of resignation, the employee's designation, and the date on which the employee will be freed of all tasks are all stated in the body of the letter.  Thank the employee for his or her contributions to the company's growth and wish them the best of luck in their future endeavors. Ascertain that the employee receives the final settlement within a specific time frame.  Employer's signature and name |

**Letter of Relieving Example**

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| 16/09/2020  Neil Shah  AR101011  Digital Marketing Specialist  Marketing Department  Artoon Solutions  Subject - Relieving Letter  Dear Neil  With reference to your resignation email dated 16/07/2020, you are hereby relieved from all your roles and responsibilities with effect from 17/09/2020. We confirm that you have been working with Artoon Solutions as a Digital Marketing Specialist from 1/01/2017 to 16/09/2020.  We would like to assure you that you will get your final settlement within 30 days. We would like to thank you for your tremendous contribution to Artoon Solutions throughout the course of your employment and wish you all the best for all your future endeavors.  Sincerely  Signature  Palak Patel  HR Manager |

**Format 1**

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| Company Name  Company Address  Date  **Relieving Letter**  Dear [name of the Employee],  This is in response to your resignation letter, which you sent on [Date] . We'd like to let you know that our management has accepted your resignation, and you'll be released of your responsibilities as of [end date].  Please visit the clearance department to have your documents verified so that you can obtain your full and final payment within [state the clearance time frame]. We are grateful for all of your efforts to the organization and wish you the best of luck in your future pursuits.  Regards,  Name of the HR Manager  [Signature]  Designation |

**Format 2**

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| [Date]  To,  [Employee Name]  [Designation]  **Subject - Employment Relieving Letter**  Dear [Employee Name],  This is in response to your resignation letter no. Dated\_\_\_\_\_\_\_\_\_\_\_, in which you requested to be released from the organization's services on Date\_\_\_\_\_\_\_\_\_\_\_.  After serving a one-month notice period, we hereby certify your resignation and hereby issue the relieving letter for your services to the company, with effect from the closing office hours of Date\_\_\_\_\_\_\_\_\_\_.  We also verify that the organization has received and processed your full and final account payment. We appreciate your commitment to the company/organization, and we wish you the best of luck in your future efforts.  Organization Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yours Sincerely  [Your Name]  [Designation] |

**Format 3**

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| Date  Name of the Organization  Address  Name of the Employee  Designation  Department  Dear \_\_\_\_ (Employee Name),  This letter/email confirms and accepts your resignation letter dated [mention the date] for the [job role] at [company name], effective from [mention the date] .  Please return the corporate property as soon as possible, preferably before or on the last working day in the organization, and we have attached documents for departing employees regarding employee perks, final payments, and benefit coverage, among other things. If you have any questions, please contact the Human Resources department at [email] and [contact number].  Thank you for taking the time to work with us at [company name]. We hope for the best for your career.  Sincerely,  HR Manager’s Name  Signature |