

# Relieving Letter Format

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject:** Relieving Letter

Dear [Employee Name],

This is to formally confirm that you have been relieved from your duties as [Job Title] at [Company Name] as of [Last Working Day].

We take this opportunity to express our gratitude for the efforts and contributions you have made to the organization during your tenure. Please note the following details for your reference:

- **Last Working Day:** [Last Working Day]
- **Handover Completion:** [Details of Handover]
- **Clearance Status:** [Clearance/No Dues Completed]

You will receive your full and final settlement, including any pending dues, within [Settlement Timeline]. Please contact [HR Contact Person/Department] at [HR Contact Information] if you have any queries regarding the process.

We wish you the very best for your future endeavors and hope you achieve great success in your career. Please feel free to reach out for any further assistance or clarification.

Best Regards,  
[Your Name]  
[Your Designation]  
[Contact Information]