**Relieving Letter**

[Your Company Logo]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Full Name],

RE: RELIEVING LETTER

We acknowledge the receipt of your resignation letter dated [Resignation Date] and accept your decision to resign from your position at [Your Company Name]. This letter serves as your relieving letter, confirming the termination of your employment with our company.

We would like to express our appreciation for your contributions and dedicated service during your tenure with us. Your hard work and commitment have been valuable to the growth and success of our startup, and we wish you the best in your future endeavors.

**The details of your employment termination are as follows:**

**Position Details:**

Position: [Employee's Position Title]

Department: [Department Name]

Employment Start Date: [Start Date]

Employment End Date: [Last Working Date]

Outstanding Dues:

Salary: As of [Last Working Date], your salary has been paid in full for the period up to [Last Salary Payment Date].

Any additional outstanding dues, such as reimbursement of expenses or unused leave, will be processed in accordance with our company policies.

**Return of Company Property:**

Please ensure the return of all company property, including but not limited to laptops, access cards, keys, documents, and any other items belonging to the company. Kindly return these items to [Designated Person/Department] by [Return Deadline].

**Confidentiality Obligations:**

As per the terms of the confidentiality agreement signed during your employment, you are required to maintain the confidentiality of any proprietary information or trade secrets of the company even after the termination of your employment.

**Reference:**

Upon your request, we will be happy to provide a reference letter outlining your employment details and achievements during your time with us. Please contact [HR Department/Supervisor] for any reference-related inquiries.

We once again extend our appreciation for your contributions and wish you success in all your future endeavors. Should you have any further questions or require any assistance during the transition period, please do not hesitate to reach out to us.

Thank you and best regards,

[Your Name]

[Your Title]

[Your Company Name]

I acknowledge that I have received and understood the above relieving letter.

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_