**To whomsoever it my concern:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  current organization is \_\_\_\_\_\_\_\_\_\_\_\_\_. I have been working  in  \_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

Though I have the resignation and last working day acceptance, I am yet to receive the formal relieving letter. I shall have this submitted soonest possible.

I confirm that the above information is true to the best of my knowledge. Should there be any discrepancies noticed,  LTI reserves the right for employment.

Thanking you,

Name

Place

Date