

Relieving Letter Format

A **relieving letter** is a document issued by the Human Resources Department of the organization to the employee who has opted to resign and has duly completed the formalities and pending work and tasks assigned to him before leaving the company. The relieving is a declaration by the employer of having accepted the employee's resignation letter and relieving him or her from their respective duties.

To,

(Name of Employee)

(Designation)

Sub: Relieving Letter

Dear Mr. / Ms. (Name of Employee),

This is with reference to your resignation letter, dated Date of Application, wherein you expressed your desire to be relieved from the services of our company on Proposed Date.

We would like to inform you that you have served the notice period and your resignation has been accepted. You are being relieved from all the duties and services of the company and the relieving date is the same as you proposed, Proposed Date.

Your salary, perks and other benefits have been settled with the organization and you can collect the same on the day of relieving, after the office hours.

Your contribution to the organization toward its growth and success will always be appreciated. Wish you all the best in your future endeavors.

Authorized Signatory

(Name of the Company)