
RELIEVING LETTER

Date: _____

To,
_____ (Name of the employee)

_____ (Address of the employee)

Email: _____

Dear _____,

This is with reference to your resignation dated _____ from the position of _____ (position of the employee).

Your resignation has been accepted by the Management, and you are relieved from the services of the Company with immediate effect.

We want to state on records that you had served the company from 12th February 2018 till _____.

An amount of Rs _____ towards full and final settlement of all dues to you is paid vide cheque _____ Dated _____ drawn on _____.

We wish you all the best for your future endeavours.

Regards,

Human Resources
_____ (the Company Name)