***DD/MM/ YYYY***

***First and Last Name  
Employee Id***

***Designation***

***Location***

**Sub- Relieving Letter**

Dear ***Name,***

Please be informed that your resignation dated \_\_\_\_\_\_\_\_\_\_ from the post of \_\_\_\_\_\_\_\_\_\_\_\_ has been accepted and you are relieved from the services of the company close of working hours of \_\_\_\_ ***(date)*** day of \_\_\_\_\_ ***(month)***, \_\_\_\_\_\_ ***(year)***.

All dues pertaining to your accounts with the company have been settled/ will be settled within 45 days.

We thank you for the contributions made to the organization and wish you success in all your future endeavors

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***

