## **Sample Relieving Letter**

**[Company Letterhead]**

**Date: [Date]**

**[Employee Name] [Employee Address]**

Dear [Employee Name],

This letter confirms that you, [Employee Name], with Employee ID [Employee ID], have been relieved from your duties as [Job Title] at [Company Name], effective [Last Day of Employment].

This is in reference to your resignation letter submitted on [Date of Resignation]. We acknowledge your completion of the required notice period.

We appreciate your contributions to [Company Name] during your tenure from [Start Date] to [Last Day of Employment]. We wish you the very best in your future endeavors.

Please return all company property, including your ID card, laptop, and any other company-issued equipment, to the HR department by [Return Date].

For your reference, a detailed breakdown of your final pay and any outstanding leave encashment will be communicated separately by the accounts department.

**Sincerely,**

**[HR Representative Name] Human Resources Department [Company Name]**