

14/12/2021

**Relieving letter**

Dear [Employee\_Name],

With reference to your resignation email dated [Employee\_Resignation\_Date], you are hereby relieved from your duties as on **[Employee\_Relieving\_Date]**. We confirm that you have been working with [Company\_Name], as [Employee\_Designation] from [Employee\_Joining\_Date] to [Employee\_Relieving\_Date].

We would like to thank you for your service with [Company\_Name] & wish you the best in your future endeavours.

For [Company\_Name]

[HR\_Name]

[HR\_Designation]