# Relieving Letter:

# Date:\_\_\_\_\_\_\_\_\_

# Employee Name:

# Emp. ID:

# Designation, Department

# Company Name, Location

# Sub: Relieving Letter

# Dear ABC,

# This is with reference to your resignation dated <date of resignation>.

# Your resignation has been accepted and you are relieved from the services of our company effective from the closing hours of <date of relieving>.

# We thank you for your efforts and contribution during your tenure with us and wish you all the best in your future endeavors.

# Yours sincerely,

# for <company name>

# Manager-HR