**JOB RELIEVING LETTER**

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

**Re: Your Resignation**

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This is to inform you that we are accepting your resignation dated [DATE] and officially terminating your employment contract on [TERMINATION DATE].

However, you still need to render one month of service in order for us to find another competent individual to replace you in your position and for you to properly transition your tasks. You will be receiving your final compensation on [DATE].

Thank you so much for all your contribution. We wish you all the best in your next endeavors.

Thank you.

Best regards,

[SENDER NAME AND SIGNATURE]

[JOB POSITION, COMPANY NAME]

[CONTACT INFORMATION]