# [Company name]

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## Relieving Letter

Confirming that an employee has been relieved of duties, with the last working day and the service period.

**Reference:** [Reference number] **Date:** [DD Month YYYY]

**To Whom It May Concern**

**1. Employment.** This is to certify that [Employee name] was employed by [Company name] as [Job title] in [Department], from [Employment start date] to [Last working day].

**2. Relieving.** The employee has been relieved of duties with effect from [Last working day].

**3. Dues.** There are no pending dues or obligations outstanding, and all company property issued to the employee has been returned.

**4. Conduct.** During employment with [Company name], [Employee name] carried out the duties of the role with dedication and maintained a good conduct record.

**5. Verification.** For verification, please contact [Contact name], [Contact role], on [Contact telephone] or at [Contact email address].

**6. Request.** This letter is issued at the request of [Employee name].

**Service details**

**Employee:** _____ **Employee ID:** _____

**Job title:** _____ **Department:** _____

**Employment start date:** _____ **Last working day:** _____

**Service period:** _____

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

**Authorised signature**

**Authorised signatory:** _____

**Role:** _____

**Signature:** _____

**Date:** _____