[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Relieving Letter

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

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city], [Postal code]

Subject: Relieving letter - [Employee name] **Dear** [Employee name]**,**

Exit clearance

This letter is issued after the clearances below were completed. No dues remain outstanding.

Tick	Department	Cleared by	Date	Result
	Human Resources	_____	_____	
	Information Technology	_____	_____	
	Finance	_____	_____	
	Administration	_____	_____	

We confirm that you have been relieved of your duties at [Company name] **with effect from** [Last working day]**. You were employed as** [Job title] **in** [Department] **from** [Employment start date] **to** [Last working day]**.**

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

We wish [Employee name] every success in the future. If a future employer asks us to confirm this letter, please ask them to contact [Contact name], [Contact role], on [Contact telephone] or at [Contact email address].

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____