# [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.

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

**Date:** [DD Month YYYY] **To:** [Employee name] <[Employee email address]>

**Dear** [Employee name]**,**

**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]**.**

There are no pending dues or obligations outstanding, and all company property issued to you has been returned.

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

We wish you 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].

Best regards,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]