[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-Cum-Experience Letter

Relieving and experience in one letter: the release, then the record of service.

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

[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],

Part 1: Relieving

With reference to your resignation dated [Resignation date], we confirm that your resignation has been accepted and you are relieved of your duties as [Job title] with effect from [Last working day].

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

Part 2: Experience

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].

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: _____