**[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]

This is to certify that [Employee name] was employed by [Company name] as [Job title], from [Employment start date] to [Last working day], and was relieved of duties with effect from [Last working day].

No dues remain outstanding.

**Authorised signatory:** _____ **Date:** _____

**Company seal:** _____