[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]**,**

Annexure: full and final settlement

Settlement item	Amount
Salary to last working day	[Salary to last working day]
Leave encashment	[Leave encashment]
Gratuity	[Gratuity]
Less deductions	[Deductions]
Net settlement payable	[Net settlement]

The net settlement will be paid on [Settlement payment date] to the bank account held on your employment record. All company property has been returned and no dues remain outstanding.

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: _____