[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]**,**

Agreed terms

1. Last working day. Your employment will end on [Last working day].

2. Settlement. Your settlement will be paid on [Settlement payment date].

3. Role at leaving. You leave the role of [Job title] in [Department].

4. Service. You were employed from [Employment start date] to [Last working day].

Following discussions between you and the company, it has been mutually agreed that your employment will end on [Last working day]. The agreement was reached on [Mutual agreement date], and you are relieved of your duties with effect from your 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 [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: _____