[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.

No Dues Certificate and Relieving Letter

Certifying that no dues remain outstanding, and confirming the relieving of the employee.

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

To Whom It May Concern

This is to certify that [Employee name] (Employee ID: [Employee ID]) has no dues outstanding to [Company name] as on [Last working day].

No dues statement

Item	Status
Advances, loans and other amounts	Settled
Company property	Returned

The employee was employed as [Job title] in [Department], from [Employment start date] to [Last working day], and is relieved of duties with effect from [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: _____