[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.

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],

Notice period waiver. With reference to your resignation dated [Resignation date], the company has agreed to waive the balance of your notice period.

Waiver approved by: [Waiver approved by]

Notice period required	[Notice period]
Notice period served	[Notice period served]
Notice period waived	[Notice period waived]
Last working day	[Last working day]
Waiver approved by	[Waiver approved by]

You are therefore relieved of your duties as [Job title] in [Department] with effect from [Last working day]. You were employed from [Employment start date] to [Last working day].

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

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: _____