# [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.

| Resignation date | Accepted on | Last working day |
|---|---|---|
| [Resignation date] | [DD Month YYYY] | [Last working day] |

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

**Dear** [Employee name]**,**

With reference to your resignation dated [Resignation date], we write to confirm that your resignation has been accepted.

You are relieved of your duties with effect from [Last working day]. You were employed as [Job title] in [Department], 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:** _____