[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]**,**

After [Service period] of service

[Employee name] retires from [Company name] with effect from [Last working day].

Service record

Role	Department	From	To
[Job title]	[Department]	[Employment start date]	[Last working day]

You joined us on [Employment start date] as [Job title] in [Department], and you leave us with our thanks for your long and dedicated service.

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 you a happy and healthy retirement. Your retirement benefits will be settled as set out in the settlement statement sent to you separately.

This letter is issued at the request of [Employee name].

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____