[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

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

This is to certify that

[Employee name]

was employed by [Company name] as [Job title], from [Employment start date] to [Last working day], and was relieved of duties with effect from [Last working day].

No dues remain outstanding.

Authorised signatory: _____ **Date:** _____

Company seal: _____