[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 following termination of employment - [Employee name] **Dear** [Employee name],

Notice of termination dated	[Termination date]
Reason for termination	[Termination reason]
Last working day	[Last working day]

With reference to the notice of termination dated [Termination date], your employment with [Company name] ended on [Last working day].

Service details

Employee: _____ **Employee ID:** _____

Job title: _____ **Department:** _____

Employment start date: _____ **Last working day:** _____

Service period: _____

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

A service certificate is available on request. For verification, please contact [Contact name], [Contact role].

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Authorised signature

Authorised signatory: _____

Role: _____

Signature: _____

Date: _____