

Logo

[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Recipient's Name],

This is to certify that **[Employee's Full Name]**, employed with **[Your Company Name]** since **[Employee's Joining Date]**, has been relieved from their duties effective **[Relieving Date]**.

During their tenure with us, **[Employee's Full Name]** performed their duties diligently and responsibly. We appreciate their contributions to the company and wish them all the best in their future endeavours.

Please feel free to contact us at **[Company Phone Number]** or **[Company Email Address]** if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Full Name]

[Your Position]

[Your Contact Number]

[Your Email Address]