CIN

Ref. no.	Date

RELIEVING LETTER

To (employee name)	Employee ID	Designation
Department	Date of joining	Resignation dated
Notice period	Notice served or bought out	Last working day

Dear [employee name],

This refers to your letter of resignation dated [date of resignation]. Your resignation has been accepted, and you are relieved of your duties as [designation] in the [department] department with effect from the close of business on [last working day].

You have [served your notice period in full / been released early, with the shortfall in notice adjusted in your settlement as agreed]. You have handed over your work and returned all company property, including your identity card, laptop and documents, and your exit clearance is complete.

Your full-and-final settlement, covering salary to your last working day, leave encashment and any other dues, less recoveries, will be paid to your registered bank account, and a statement will be sent to you separately. Gratuity, where payable, is settled as the law requires. You may continue to access your PF account with your UAN.

Please note that the confidentiality obligations in your appointment letter continue after you leave. We thank you for your work with us and wish you well.

For the company, authorised signatory (name, designation, seal)