

Relieving Letter

Dated: xx/xx/xxxx

David Williams

Employee ID: _____

Senior Marketing Executive

[Name of the Company and Address]

Subject: Relieving Letter

Dear David,

This is with reference to the resignation letter you submitted on the date _____. We would like to inform you that our management has accepted your resignation and that you shall be relieved from your duties, with effect from _____.

Please visit the clearance department in the A wing of the building to verify your documents so that you receive your full and final settlement within 30 to 45 days.

We highly appreciate all the contributions you have made in favour of the organization and we wish you good luck for your future endeavours.

Regards,

Name of the HR Manager

[Signature]