RELIEVING LETTER

Date: June 4, 2025

To,  
[Employee Name]  
[Employee Address]

Dear [Employee Name],  
  
This is to formally inform you that your employment with [Company Name] has been concluded as of [Last Working Date]. You were designated as [Job Title] in our organization.  
  
We confirm that you have been relieved from your duties and responsibilities effective from the above date, and your full and final settlement will be processed as per company policies.  
  
We thank you for your contributions during your tenure and wish you success in all your future endeavors.

Warm regards,  
  
[HR Manager’s Name]  
HR Manager  
[Company Name]  
[Company Address]