

**Employer :-**

**Relieving Letter**

Date: \_\_\_\_\_

To  
Mr. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Relieving from your employment**

Dear \_\_\_\_\_

You worked at \_\_\_\_\_ ("**Company**") from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ monts/years ("**Term**"). Pursuant to your cessation of employment with the Company from \_\_\_\_\_, the Employment Agreement dated \_\_\_\_\_ ("**Employment Agreement**") also stands terminated.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Company, certain of your obligations under your Employment Agreement will continue. These obligations include, but may not be limited to the following obligations –

1. All developments made and works created by you during the Term of your employment with the Company is the exclusive proprietary property of the Company that any and all copyright and other proprietary interest therein shall belong to Company.
2. You shall not divulge the Confidential Information of the Company to any third party.
3. You shall not give any statement, Complaint or send write-ups or post anything regarding the Company in any form of media and government department.

You have received your full and final settlement; you have returned the properties/Tools of the Company and have completed all formalities with respect to your cessation of employment with the Company.

You have received your full and final salary and there are no any dues on company.

If you have any questions concerning the information contained in this letter, please contact directly to under sign.

We wish you all the best for your future endeavors!

Yours sincerely,

**SIGNED AND DELIVERED BY:**

Signed for and on behalf of the Company by:

Signed by the Employee while accepting the relieving letter:

(Name \_\_\_\_\_)

**WITNESSED BY:**

\_\_\_\_\_

Name:

Address:

\_\_\_\_\_

Name:

Address:

(Signed should on every page)

**Employer :-**

**NO DUES CERTIFICATE**

I \_\_\_\_\_ have received sum of Rs. \_\_\_\_\_ In words Rupee in mode of Cash /Cheq. No. \_\_\_\_\_ in favour of \_\_\_\_\_ drawn in Bank Name \_\_\_\_\_ towards full and final settlement of all my dues including salary or other claims in relation with my employment with Company \_\_\_\_\_

I will not raise any claim or demands, in regards to pending dues in future. I am aware that I have signed and accepted on joining services at Company on dated , \_\_\_\_\_ a non disclosure & non compete agreement. I understand fully that this is a legally binding document and Company can take suitable legal action against me if any of the conditions are violated by me, particularly relating to confidentiality, non solicitation, personal data transfer, inventions, and software copyright and other clauses.

I solemnly declare that after leaving Company Name, I will abide by all the conditions of the said commitment.

Name:-

Designation:-

Place:-

Date:-

Signature:-