

**RELIEVING LETTER TO EMPLOYEES ON THE
DATE OF RETIREMENT/RESIGNATION**

Ref No. _____

Date :- _____

Shri/Smt _____

PFMNo _____ Designation _____

UCO Bank,

_____ Branch/Office

Dear Sir/Madam

Sub: Your Retirement/Voluntary Retirement /
Premature Retirement/Resignation

You are hereby relieved at the close of business today consequent on your retirement/Voluntary Retirement from bank's service.

Yours faithfully

Manager/ Senior Manager / Chief
Manager/Asst. General Manager/Department Head

cc: Head Office, Personal Department, E.R Cell - We enclose month wise duly authenticated particulars of salary actually paid to the concerned employee for three months for which notional particulars were given vide our Application-cum-information Sheet dated _____. We confirm that there is no pending / contemplated Vigilance/Non-Vigilance/Court case against the employee.

Cc: Zonal Office, _____ for information.

Cc: Regional Office _____ for information.