

Employee Relieving Letter

[Company Letterhead]

Date: [Date]

To Whom It May Concern,

This is to certify that [Employee's Name], who was employed with [Company Name] as [Employee's Designation] from [Start Date] to [End Date], has been relieved from [his/her/their] duties with effect from [Relieving Date].

Employee Details

- Name: [Employee's Name]
- Designation: [Employee's Designation]
- Department: [Department]
- Employee ID: [Employee ID]
- Date of Joining: [Start Date]
- Date of Relieving: [End Date]

During [his/her/their] tenure with us, [Employee's Name] has exhibited exceptional performance and dedication to [his/her/their] work. [He/She/They] have always been professional and have made significant contributions to the team and company.

Performance and Contributions

[Employee's Name] has been an integral part of [Department], demonstrating [specific skills/attributes such as leadership, teamwork, innovation]. [He/She/They] have successfully completed numerous projects, including

[mention key projects or achievements], which have had a positive impact on the company.

Conclusion

We wish [Employee's Name] all the best in [his/her/their] future endeavors. [He/She/They] leave with our sincere appreciation for [his/her/their] valuable contributions and our best wishes for success.

For any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]