Request for Relieving Letter and Full and Final Settlement

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Subject: Request for Relieving Letter and Full and Final Settlement**

**Dear [Recipient's Name],**

**I hope this letter finds you in good health. I am writing to formally request the issuance of my relieving letter and to initiate the process for my full and final settlement. As you know, my last working day at [Company Name] was [Last Working Day].**

**Details of Employment**

* **Employee ID: [Your Employee ID]**
* **Designation: [Your Designation]**
* **Department: [Your Department]**
* **Date of Joining: [Joining Date]**
* **Last Working Day: [Last Working Day]**

**Relieving Letter  
The relieving letter will be essential for my future employment and serve as proof of my departure from [Company Name]. Kindly process this request at the earliest.**

**Full and Final Settlement  
In addition to the relieving letter, I would like to request the initiation of my full and final settlement, which should include:**

* **Salary up to my last working day**
* **Any accrued leave encashment**
* **Reimbursement of any expenses**
* **Provident fund and other statutory dues**

**Handover Process  
I have completed the handover of my responsibilities to [Name of Replacement/Team] and ensured that all necessary documentation is in order.**

**Contact Information  
Please contact me at [Your Phone Number] or [Your Email Address] if there are any further details or documents required to process my requests.**

**I appreciate your prompt attention to these matters and look forward to your positive response.**

**Thank you for your cooperation.**

**Sincerely,  
[Your Name]**