

Relieving Letter Request

[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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a relieving letter for my tenure at [Company Name]. As you are aware, my last working day was [Last Working Day], and I have successfully completed all my assigned tasks and handover processes.

Reason for Request

I require the relieving letter to complete the joining formalities at my new place of employment. The letter will serve as official documentation of my departure from [Company Name] and confirm that I have no pending obligations or dues.

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]

Handover Process

I have ensured a smooth transition by handing over all my responsibilities to [Name of Replacement/Team], and all relevant documentation has been completed.

Contact Information

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

I kindly request that the relieving letter be issued at your earliest convenience. Your prompt attention to this matter will be greatly appreciated.

Thank you for your cooperation.

Sincerely,
[Your Name]