

# 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]