**Employee Relieving Letter**

horizontal line

**[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]**