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]**