
Relieving Letter for Exam Duty

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Institution Name]

[School/Institution Address]

[City, State, ZIP Code]

Subject: Request for Relieving Letter for Exam Duty

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a relieving letter to be relieved from my current duties to participate in exam duty for [specific exam or institution].

Details of Current Position

- Employee ID: [Your Employee ID]
- Designation: [Your Designation]
- Department: [Your Department]
- School/Institution Name: [School/Institution Name]

Exam Duty Details

- Exam Duty Position: [Position, e.g., Invigilator, Supervisor]
- Exam Name: [Exam Name]
- Exam Dates: [Start Date] to [End Date]

Reason for Request

Participating in exam duty is a professional commitment, and your support by providing a relieving letter will facilitate my participation. It will also ensure that I fulfill my obligations without causing any disruption to my current responsibilities.

Handover Process

I have coordinated with [Colleague's Name] to ensure a smooth handover of my duties during my absence. All pending tasks will be completed, and necessary instructions have been provided.

Contact Information

Please contact me at [Your Phone Number] or [Your Email Address] if any further information or clarification is needed.

I kindly request that the relieving letter be issued at the earliest convenience, enabling me to fulfill my exam duty responsibilities efficiently.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]