Relieving Letter

Issue on company letterhead on or after the employee's last working day, once exit clearance is complete. Replace every [Placeholder] and delete optional paragraphs you do not use. The internal checks at the end are for HR and are not printed.

HEADER

[Company Legal Name]
[Registered Office Address]
[Company Registration / CIN Number, where applicable]

Ref: [Letter Reference Number]
Date: [Date of Issue]

[Employee Full Name]
Employee ID: [Employee ID]
[Employee Address]

SUBJECT

Subject: Relieving letter

BODY

Dear [Employee Name],

This is with reference to your resignation dated [Resignation Date], which was accepted on [Acceptance Date]. We confirm that you have been relieved from your duties as [Designation] in the [Department] department at our [Location] office, effective from the close of business on [Last Working Day].

You were employed with [Company Name] from [Date of Joining] to [Last Working Day].

NOTICE PERIOD (CHOOSE ONE)

[Option A] You have served the full notice period of [number] days as required under your terms of employment.

[Option B] Your notice period was shortened by mutual agreement, and your last working day was set as [Last Working Day].

[Option C] The unserved portion of your notice period has been adjusted against your full and final settlement in accordance with your terms of employment.

CLEARANCE

We confirm that you have completed the handover of your responsibilities and the exit clearance process, including the return of all company property, and that no dues are outstanding from you to the Company as of the date of this letter.

FULL AND FINAL SETTLEMENT

[Your full and final settlement, including salary up to your last working day, payment for [number] days of earned leave and other dues as per Company policy, [has been processed and paid on [Date] / will be credited to your registered bank account on or before [Date]].] [Your provident fund and gratuity, where applicable, will be processed as per the applicable rules. For provident fund transfer or withdrawal, please use your Universal Account Number (UAN) [UAN].]

EXPERIENCE PARAGRAPH (OPTIONAL)

[During your tenure, you held the position(s) of [Designation 1] from [Date] to [Date] and [Designation 2] from [Date] to [Date]. Your responsibilities included [two or three factual lines describing the role].]

CONTINUING OBLIGATIONS

Please note that your obligations regarding confidentiality and the protection of the Company's information, as set out in your [appointment letter / confidentiality agreement] dated [Date], continue after the end of your employment.

CLOSING

We thank you for your contribution to [Company Name] and wish you success in your future endeavors.

For [Company Legal Name]

[Signature]
[Authorized Signatory Name]
[Designation, e.g. Head of Human Resources]
[Company Seal, where used]

INTERNAL CHECKS BEFORE ISSUING (DO NOT PRINT)

- [ ] Resignation letter and acceptance on file, with dates matching the letter
- [ ] Last working day confirmed against attendance and payroll records
- [ ] Notice period served, waived or recovered as stated in the chosen option
- [ ] Exit clearance signed off by the manager, IT, finance, administration and HR
- [ ] Laptop, ID card, access cards, SIM, tools and documents returned
- [ ] Full and final settlement calculated and approved, with payment date confirmed
- [ ] Designation and dates of joining checked against the HRIS and appointment letter
- [ ] Statutory exit steps completed for the country (for example, provident fund exit date updated)
- [ ] Signed by an authorized signatory and a copy filed in the personnel record