Oman driver relieving letter

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Date: [Issue date]
To whom it may concern,
This is to confirm that [Employee Name], Resident card [Resident card], was released from service by [Company]. The role was light pickup driver. The last working day is [Last working day].
Vehicle returned: company pickup, keys and fuel card
Joined: [Date]
The company records that [Employee Name] was released from the pickup driver post on [Date].
The driving licence stays with the driver. This letter is not the licence.
End-of-service gratuity is not calculated here.
This letter does not cancel a visa or a resident card.
For [Company]
Authorised signatory and stamp: [Name], [Designation] _____