Relieving letter format

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

Letter reference: [Letter reference]
Issue date: [Issue date]
Employer: [Company name]
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: [Job title]
Department: [Department]
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
This is to confirm that [Employee Name] was released from service with [Company name] at the close of [Last working day]. The staff file shows employment as [Job title] from [Joining date] through that day.
On the last working day the employee returned [items actually returned].
This letter does not calculate notice pay, leave encashment, or a full-and-final amount. Those figures, if any, stay on the settlement the accounts team prepares. It also does not state whether the employee resigned, was asked to leave, or finished a fixed term.
For [Company name]
Authorised signatory: [Name and designation]
Company stamp: _____