India relieving letter format

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Bengaluru
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: Accounts executive
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from service on [Date]. She worked as accounts executive from [Date]. She returned her identity card. Notice for her exit is the notice already written in her appointment letter, or a written waiver if the company agreed one. This letter does not invent a national notice length.
Full and final settlement, including any leave or deduction accounts has calculated, is a separate statement. This letter does not say dues are nil.
For [Company name]
Authorised signatory: [people team]
Company stamp: _____