Pakistan 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: Karachi
Employee: [Employee Name]
CNIC: [CNIC]
Designation: Production assistant
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the production assistant role on [Date]. She returned her factory card. Notice for the exit is the notice in her appointment letter. This draft does not invent a statutory period for Pakistan and does not calculate an EOBI or gratuity amount.
Salary for October, if still to be paid, remains on the payroll for that month.
For [Company name]
Authorised signatory: [factory manager]
Stamp: _____