Qatar 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]
Commercial registration: [CR number]
Address: Doha, Qatar
Employee: [Employee Name]
Qatar ID (QID): [Qatar ID]
Designation: Storekeeper
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from service on [Date]. Our staff record shows he worked as storekeeper from [Date]. He returned his staff card and the warehouse keys the same day. Notice, if his contract required it, is a matter for that contract and for any written waiver already on the file. This letter does not quote a labour statute and does not decide which notice rule applies. End-of-service pay, if any is due, is a settlement and is not a figure here. The letter does not cancel a residence permit or a visa.
For [Company name]
Authorised signatory: [name and designation]
Company stamp: _____