Sales executive relieving letter

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Sales Executive
Territory: west route, as listed on the September beat plan
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the sales executive role on [Date]. He returned the sample kit, the route phone, and the customer-card file for the west route. Pending incentive for the July-to-September quarter is not calculated in this letter. If an incentive is due, it will be the figure on the incentive statement accounts issues, not a percentage written here.
The letter does not transfer any customer relationship to him personally and does not comment on targets met or missed.
For [Company name]
Authorised signatory: [sales manager]
Stamp: _____