Saudi 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: Riyadh
Employee: [Employee Name]
Iqama: [Iqama number]
Designation: Warehouse assistant
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the warehouse assistant role on [Date]. He returned his site badge and the cage key. Notice for his departure is whatever his employment contract states. This letter does not decide whether a particular article of the Saudi labour rules applies, and it does not print a number of days as law.
End-of-service pay, if due, is not calculated here. GOSI status is not stated. The letter is not an exit re-entry visa and does not cancel an Iqama.
For [Company name]
Authorised signatory: [name and designation]
Company stamp: _____