Software engineer relieving letter

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Bengaluru office
Employee: [Employee Name]
Employee code: [Employee ID]
Designation: Software Engineer
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the software engineer role at the Bengaluru office on [Date]. He returned laptop asset ENG-441, the locker key, and the building card the same day. His account on the company source host was disabled that evening. This letter does not transfer any copyright or invention, and it does not confirm that a personal repository was deleted.
No performance rating is stated. The engineering manager's note, if one exists, stays in the review file.
Settlement of salary for November, and any notice balance, is with accounts and is not a figure in this letter.
For [Company name]
Authorised signatory: [engineering manager or people team]
Company stamp: _____