UAE 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]
Emirate: Dubai
Trade licence: [Trade licence number]
Employee: [Employee Name]
Emirates ID: [Emirates ID]
Designation: Site Supervisor
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the site supervisor role on [Date]. He returned his site card and the daily-report file to the project manager. This letter is not a ministry cancellation and it does not say a work permit has ended.
End-of-service gratuity, where it is due, is paid through the company's settlement from the employment record. A planning model often cited for the UAE uses days of basic wage for each year of service. This letter does not apply that model and does not state an amount. Leave balance, if any, is on the same settlement.
For [Company name]
Authorised signatory: [name and designation]
Company stamp: _____