

**Employer Companies Name**  
**Employer Companies Address**  
**Employer Companies Contact Details**  
(Note: the above details are usually printed on company letter head)

**Date: 16.06.2024**

To,

**Employee Name**  
**Address Line 1,**  
**Address Line 2,**  
**City, State, PIN**

**Subject: Relieving Letter**

Dear **Employee Name**,

This is in furtherance to your resignation letter dated **01<sup>st</sup> June 2024** wherein you had requested to be relieved from your services on **01<sup>st</sup> June 2024**. We wish you inform you that your resignation has been accepted and you are being relieved from your position of "**Position with designation**" with "**Company Name**" with effect from **01<sup>st</sup> June 2024**.

Your full and final settlement would be processed and credited in the next **45 days** to the account provided during your employment. We appreciate your contributions to **Company Name** and wish you all the best for your future endeavours.

Date: 16.06.2024

Place: Delhi

Regards,

For **Employer Company Name**

HR Manager