

Date: 16.06.2024

To,  
Shekhar Sharma,  
HR Manager,  
Name of the Company

Subject: Request for Relieving Letter

Dear Sir,

I am writing this letter in order to request you to issue me my relieving letter. I resigned from the organisation on 01st April 2024. The notice period of 2 month has also been served by me and my last working day was on 30th May 2024. I have also completed all the formalities.

I have worked for your organisation for 4 years with utmost sincerity and dedication. Thus, I would be very grateful if you can issue my relieving letter along with the final settlement of my dues as soon as possible.

I shall be joining the new company on 1st September 2024 and need to submit the documents at the time of joining. I, therefore request you to do the needful at the earliest.

Thanks and regards,

Signature

Rahul Jain