Relieving Letter Format

[Company Name]
[Company Address]

Date: 15th May 2025

To
Mr. Rajesh Kumar
Software Engineer
Employee ID: EMP1023

Subject: Relieving Letter

Dear Rajesh,

This is to confirm that you were employed with TechWave Solutions Pvt. Ltd. as a Software Engineer from 10th January 2020 to 30th April 2025.

Based on your resignation letter dated 1st April 2025 and the successful completion of your notice period, we accept your resignation and relieve you from your duties with effect from 30th April 2025.

We appreciate your contribution to the company and wish you all the best for your future endeavors.

Yours sincerely,

[Signature]
Anjali Mehra
HR Manager
TechWave Solutions Pvt. Ltd.