

Relieving Letter Format

[Company Name]

[Company Address]

Phone: [Phone Number] | Email: [Email Address]

Date: 17th May 2025

To

Ms. Priya Sharma

Marketing Executive

Employee ID: MKT2022

Subject: Relieving Letter

Dear Priya,

This is to acknowledge the receipt of your resignation letter dated 20th April 2025. We hereby confirm that you have been relieved from your responsibilities as Marketing Executive at BrightLeaf Media Pvt. Ltd. with effect from 16th May 2025, after the successful completion of your notice period.

During your tenure from 12th July 2022 to 16th May 2025, your performance and contribution to the marketing team have been appreciated. We confirm that there are no dues pending from your end and all exit formalities have been duly completed.

We thank you for your efforts and wish you the best in all your future professional endeavors.

Yours sincerely,

[Signature]

Rahul Mehta

HR Manager

BrightLeaf Media Pvt. Ltd.

