

Relieving Letter Format

[Company Name]

[Company Logo/Letterhead]

Address | Phone | Email

Date: 17th May 2025

To

Mr. Arjun Nair

IT Support Staff

Employee ID: IT7890

Subject: Relieving Confirmation

Dear Arjun,

This is to formally inform you that your resignation dated **1st May 2025** has been accepted. You are hereby relieved from your duties as **IT Support Staff** at **TechBridge Solutions** with effect from **15th May 2025**, post completion of the required notice period.

Your services from **1st March 2021** to **15th May 2025** have been valuable to the organization. We also confirm that you have completed all handovers and other formalities. No dues are pending as per our records.

We appreciate your hard work and dedication. We wish you great success and growth in your future career path.

Warm regards,

[Signature]

Meera Joshi

Senior HR Executive

TechBridge Solutions

