

TO WHOM IT MAY CONCERN

To,
[Name of Employee]
Designation]

Sub: Relieving Letter

Dear Mr _____,

This has reference to your letter of resignation dated Nov 26th, 2008, wherein you have requested to be relieved from the services of the company on Dec 4th, 2008.

We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company after serving one month notice period, with effect from closing office hours of Dec 4th, 2008.

We also certify that your full and final settlement of account has been cleared with the organization.

Your contributions to the organization and its success will always be appreciated.

We at company wish you all the best in your future endeavors.

For,
[Name of the Company]

Yours Sincerely,
(HR Officer)