Relieving letter formats (India): editable pack

From ScaleSaathi (scalesaathi.in). Free to use and edit. Educational templates, not legal advice.

How to use:

1. Each letter starts on a new page. Copy the one you need onto your letterhead.
2. Replace everything in [square brackets]. Delete the option you do not need where a letter shows [Option A] / [Option B].
3. Print on letterhead, sign and stamp, or send a scanned or digitally signed PDF by email.
4. Keep a signed copy in the employee file. Keep reasons for leaving, disputes and remarks out of the letter.
5. Check notice period, recoveries and settlement dates against the appointment letter, your HR policy and your state rules.

Letters in this pack:

1. Standard relieving letter: Use when the employee resigned and served the agreed notice.

2. Resignation acceptance letter: Send within a few days of receiving the resignation. It fixes the last working day and the handover plan.

3. Relieving-cum-experience letter: One letter that both relieves the employee and confirms the work they did.

4. Relieving letter: notice period bought out or waived: Use when the employee paid for the unserved notice or you agreed to release them early.

5. Relieving letter: short notice with recovery: Use when the employee left before completing notice and agreed in writing to an adjustment in the final settlement.

6. Relieving letter during or at the end of probation: For an employee who leaves, or is not confirmed, during probation.

7. Relieving letter after termination or layoff: Neutral letter after the employer ended the employment. Keep reasons out of it; they belong in the termination letter.

8. Notice to an absconding employee (not a relieving letter): Send to the last known address and email when an employee stops coming without notice. Do not issue a normal relieving letter yet.

STANDARD RELIEVING LETTER

Use when the employee resigned and served the agreed notice.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving letter

Dear [Employee Name],

This is with reference to your resignation letter dated [date of resignation]. Your resignation has been accepted and you are relieved from the services of [Company Name] at the close of working hours on [last working day].

You worked with us as [Designation] in the [Department] department from [date of joining] to [last working day].

You have handed over your duties, company property and documents in your charge. Your full and final settlement [has been paid on [date] / will be paid on or before [date]].

We thank you for your contribution and wish you success in the future.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RESIGNATION ACCEPTANCE LETTER

Send within a few days of receiving the resignation. It fixes the last working day and the handover plan.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Acceptance of your resignation

Dear [Employee Name],

We acknowledge receipt of your resignation letter dated [date of resignation]. Your resignation is accepted.

As per your appointment letter, your notice period is [number] days. Your last working day will be [last working day].

Before your last working day, please hand over your work to [name of person], return company property ([laptop, ID card, keys, SIM, documents]) and clear any advance taken.

Your relieving letter and full and final settlement will be processed after your last working day, as per company policy and applicable law.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RELIEVING-CUM-EXPERIENCE LETTER

One letter that both relieves the employee and confirms the work they did.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving and experience letter

To whom it may concern

This is to certify that [Employee Name] (Employee ID [ID]) worked with [Company Name] as [Designation] from [date of joining] to [last working day].

During this period [he/she/they] handled [two or three main responsibilities, e.g. GST invoicing, vendor payments and month-end bank reconciliation].

[He/She/They] resigned from the services of the company and has been relieved at the close of working hours on [last working day], after handing over all duties and company property.

We wish [him/her/them] the very best in future.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RELIEVING LETTER: NOTICE PERIOD BOUGHT OUT OR WAIVED

Use when the employee paid for the unserved notice or you agreed to release them early.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving letter

Dear [Employee Name],

With reference to your resignation dated [date of resignation], you are relieved from the services of [Company Name] at the close of working hours on [last working day].

[Option A: The balance notice period of [number] days has been bought out by you, as agreed in writing on [date].] [Option B: The company has waived the balance notice period of [number] days at your request.]

You worked with us as [Designation] from [date of joining] to [last working day]. You have handed over all company property and documents.

Your full and final settlement [has been paid / will be paid on or before [date]].

We wish you success in the future.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RELIEVING LETTER: SHORT NOTICE WITH RECOVERY

Use when the employee left before completing notice and agreed in writing to an adjustment in the final settlement.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving letter

Dear [Employee Name],

You resigned on [date of resignation] and your last working day was [last working day]. Your notice period as per your appointment letter is [number] days, of which [number] days were not served.

As agreed by you in writing on [date], an amount of ₹[amount] for the unserved notice period has been adjusted in your full and final settlement. The settlement statement is attached.

You are relieved from the services of [Company Name] with effect from the close of working hours on [last working day]. You worked with us as [Designation] from [date of joining] to [last working day].

We wish you success in the future.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RELIEVING LETTER DURING OR AT THE END OF PROBATION

For an employee who leaves, or is not confirmed, during probation.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving letter

Dear [Employee Name],

You joined [Company Name] on [date of joining] as [Designation] on probation. [Option A: With reference to your resignation dated [date], / Option B: As informed to you by letter dated [date],] your employment ends on [last working day].

You are relieved from the services of the company at the close of working hours on [last working day], after handing over company property. The notice period of [number] days applicable during probation [has been served / has been waived].

Your dues up to your last working day [have been paid / will be paid on or before [date]].

We wish you success in the future.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

RELIEVING LETTER AFTER TERMINATION OR LAYOFF

Neutral letter after the employer ended the employment. Keep reasons out of it; they belong in the termination letter.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Relieving letter

Dear [Employee Name],

Further to our letter dated [date of termination / layoff letter], your employment with [Company Name] ends on [last working day]. You are relieved from the services of the company at the close of working hours on that date.

You worked with us as [Designation] from [date of joining] to [last working day].

Your wages, [notice pay / retrenchment compensation, if applicable] and other dues [have been paid on [date] / will be paid on or before [date]].

Please return any company property still with you by [date].

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)

NOTICE TO AN ABSCONDING EMPLOYEE (NOT A RELIEVING LETTER)

Send to the last known address and email when an employee stops coming without notice. Do not issue a normal relieving letter yet.

[Company Name]

[Company address, city, PIN]

[Phone] · [Email] · GSTIN/CIN: [if any]

Ref: [HR/REL/2026/__]

Date: [DD Month YYYY]

To,

[Employee Name]

Employee ID: [ID]

[Employee address]

Subject: Unauthorised absence from [date]: please report or respond

Dear [Employee Name],

You have been absent from work since [date] without leave or information. Our calls and messages on [dates] have not been answered.

Please report to work or reply in writing by [date, at least 7 days ahead] explaining your absence. If you wish to resign, please send your resignation in writing.

Please also return company property in your possession: [laptop, ID card, keys, documents].

If we do not hear from you by that date, the company will take further action as per your appointment letter and company policy. Your wages for days worked up to [last day attended] are available and will be paid to your bank account.

Yours sincerely,

For [Company Name]

[Authorised Signatory Name]

[Designation: Proprietor / Partner / Director / HR Manager]

(Signature and company seal, if used)