

Professional Acknowledgment of Relieving

Subject: Acceptance of Relieving from Duties

Dear [Recipient's Name],

This is to formally acknowledge and accept my relieving from my position as [Position Name] at [Company Name], effective from [Relieving Date]. I confirm that all required handovers have been completed and I have settled all obligations pertaining to my role.

Thank you for the support and opportunities provided during my tenure.

Sincerely,

[Your Name]

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