

Formal HR Documentation

Subject: Acceptance of Relieving Letter

Dear [HR Manager's Name],

I hereby formally accept the relieving letter issued for my position as [Position Name] at [Company Name], effective [Relieving Date]. All required handovers have been completed and I confirm that no outstanding matters remain.

Thank you for your cooperation during my tenure.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/relieving-acceptance-letter>