

Request For Relieving Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Request for Relieving Letter

I hope this letter finds you well. I am writing to formally request a relieving letter from [Company Name]. My name is [Your Name], and I have been serving as [Your Job Title] in the [Your Department] since [Date of Joining].

I recently resigned from my position, and my last working day was [Last Working Day as per Notice Period]. As part of my transition to new opportunities, it is essential for me to obtain a relieving letter from [Company Name].

The purpose of this letter is to [Briefly mention the purpose for which you need the relieving letter, e.g., joining a new company, educational purposes, etc.]. The relieving letter will significantly contribute to the smooth progress of my career endeavors.

I would be grateful if you could kindly issue the relieving letter at your earliest convenience. Should you require any additional information from me, please feel free to contact me at [Your Email Address] or [Your Phone Number].

I want to take this opportunity to express my heartfelt appreciation for the valuable experiences and

knowledge I gained during my time at [Company Name]. I am sincerely grateful for the support and guidance provided by the company, which has been instrumental in shaping my professional growth. Thank you for considering my request. I look forward to a positive response.

Sincerely,

[Your Name]