

Provisional Relieving Letter with Conditions

Subject: Provisional Relieving Approval

Dear [Employee's Name],

We acknowledge the receipt of your resignation letter dated [Date], and your resignation has been accepted. However, your relieving will be provisional until all pending work, assets, and clearance formalities are completed. Please coordinate with HR and your reporting manager to ensure a smooth transition.

Your official relieving date is set as [Relieving Date], subject to successful completion of all responsibilities.

We wish you success in your next role.

Sincerely,

[Your Name]

[Your Designation]

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