

To,
Name,
HR Department

Date: __/__/____

Subject: Request for Issuing of a Relieving Letter

Sir/Madam,

I, _____, resigned from [company name] on [Date] and have completed all the formalities and pending work. Furthermore, I have served the 2 months notice period and my last working day was on [date].

I would request you to issue a relieving letter at the earliest as I have to submit it to the new organisation which I have joined.

I would be highly obliged if you consider the matter and issue the letter at the earliest.

Kind Regards,
[Your Name]