

## Relieving Letter

Dated: xx/xx/xxxx

**Aakriti Kaur**

Employee ID: \_\_\_\_\_

Senior Marketing Executive

[Name of the Company and Address]

Subject: Relieving Letter

Dear Aakriti,

This is in reference to your letter on the date \_\_\_\_\_, where you had requested the company to relieve you from the employment. We wish to inform you that your resignation letter has been accepted by our management. You shall be relieved from your duties as a Scientific Editor once you serve the notice period. The last date for employment will be \_\_\_\_\_.

We would like to confirm that you shall receive your full and final settlement within a period of 30 days. We appreciate the contributions you have made for the organization throughout the course of your employment. We wish you good luck with your future endeavours.

Regards,

Name of the HR Manager

[Signature]