

REQUEST FOR RELIEVING LETTER AND EXPERIENCE CERTIFICATE

August 17, 2022

Subject: Request for Relieving Letter

Dear [Manager's Name],

I hope this email finds you well. I am writing to formally request a relieving letter from [Company Name]. As you may be aware, I have recently resigned from my position as [Job Title] and my last working day was on [Last Working Day], as per the notice period mentioned in my resignation letter.

A relieving letter is an essential document that serves as proof of my employment with [Company Name] and signifies the successful completion of my tenure. It is also required for various future job prospects and to facilitate a smooth transition to my next employment.

I would appreciate it if you could kindly process my request for the relieving letter at the earliest convenience. If there are any specific procedures or forms that I need to complete, please let me know, and I will promptly fulfill all the necessary requirements.

I would like to express my gratitude to you and the entire team at [Company Name] for the opportunities, experiences, and knowledge I gained during my time here. I am thankful for the support and guidance provided to me throughout my tenure.

If there are any pending formalities or tasks that I need to address before obtaining the relieving letter, please inform me, and I will gladly comply with all the necessary obligations.

Thank you for your attention to this matter. I look forward to receiving a positive response and the relieving letter soon.

Best regards,

[Your Name]

[Your Employee ID]

[Your Contact Information]