

REQUEST FOR RELIEVING LETTER FORMAT

August 17, 2022

Subject: Request for Issuance of Relieving Letter

Dear [Supervisor's Name],

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

A relieving letter is an essential document that certifies my employment with [Company Name], highlights my accomplishments and contributions, and signifies the successful completion of my tenure. It is crucial for my professional records and future job opportunities.

I kindly request your support in expediting the process for issuing the relieving letter. If there are any specific procedures or paperwork that I need to complete, please let me know, and I will promptly fulfill all the necessary requirements.

I would like to take this opportunity to express my sincere gratitude to you for your guidance, mentorship, and support throughout my time at [Company Name]. It has been a privilege to work under your leadership, and I have learned a great deal from you.

If there are any pending tasks or formalities that I need to address before obtaining the relieving letter, please inform me, and I will ensure to complete them promptly.

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

Best regards,

[Your Name]

[Your Employee ID]

[Your Contact Information]