

Spoken English

How to write a relieving letter?

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As an HR executive you are often required to draft official letters that is then passed on to the employees. For doing so, you need to have your [English communication skills](#) at its professional best and a 'know- how' about the different types of letters that are involved, bang on.



What Is A Relieving Letter?

In terms of a relieving letter, it is an official document or an acknowledgment letter from the company to the employee. This crucial letter is issued by a company to an employee who has duly resigned from his/her post. It involves a positive feedback of the employee and thanking him/her for serving the company. This letter also holds importance for other companies to gauge through your immediate past work experience. In addition, the letter can be given to the employee only after he/she has completed all their pending work/work assigned and after having all the formalities cleared.

A relieving letter is a well-drafted confirmation from the company that his/ her resignation has been accepted and that they are relieved from his/her current duties. Needless to mention, yet, this is a business letter and hence follows a particular format.

And hence, it could be quite a difficult task to draft a letter that holds extreme importance not only to you but the relieved employee's further career. Let's take a look at a sample relieving letter to help you draft a professional and efficient letter:



Sample Letter:

Date (Date of issuing the letter)

Mrs. Rita Jadhav (Employee Name)

23/4, Green Park, (Employee Address)

Mumbai, 400703

To Whomsoever It May Concern

With reference to your resignation letter dated on....., we hereby accept your resignation and agree to relieve you from the duties on We confirm that you have worked with our company fromas a

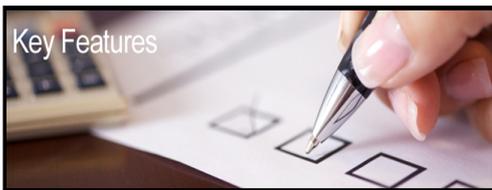
During your employment with us we found you to be hardworking, diligent and honest in performing your duties.

(Company Name) would like to thank you for your service with the company and we wish you all the best in your future endeavors.

Yours Sincerely,

HR Manager

Bharat Dimri (HR executive Name)



Some Key Features To Remember:

1. The letter must be issued under the company's letterhead only.
2. The letter should be addressed as 'To Whomsoever It May Concern', until the employee specifies otherwise.
3. The letter has to begin with the statement that the employer has accepted the resignation put forth by the employee.
4. The current post of the employee should be mentioned.
5. The letter should also possess credit given to the employee for his/ her contribution to the company.
6. The date that the employee joined should be mentioned along with the date of resignation of the employee.
7. Make sure to end the letter with a sincere thank you for his/her services and wishing the employee all the best for his/her future endeavors.
8. Keep in mind to write in simple English, keeping the vocabulary basic yet professional.
9. While handing the letter over the employee, smile and make the employee feel cherished. Speak [in well-spoken English](#) and maintain the warmth a leaving employee would require.
10. Make sure the English language you make use of throughout the letter is proficient and polished and remember [basic English](#) is all you need to use.

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- By Shailja Varma

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