

Date: 12th June 2024
To,
Mr. Rahul Sharma
Employee Code: 1042
Software Developer
XYZ Solutions Pvt. Ltd.

Relieving Letter With Settlement Acknowledgment

(Issued on Successful Completion of Resignation Formalities and Full & Final Settlement)

Dear Mr. Sharma,

This is to formally acknowledge and accept your resignation from the post of Software Developer at XYZ Solutions Pvt. Ltd., effective from the close of business on 11th June 2024.

We confirm that you have been relieved from your responsibilities with effect from your last working day, and all company assets entrusted to you have been duly returned.

We also acknowledge that your final dues, including salary, reimbursements, and other applicable settlements, have been processed and settled in full as per company policy. Kindly treat this as a confirmation that no further financial or professional obligations remain outstanding from either side as on your relieving date.

We appreciate your contributions during your tenure with us and wish you success in your future endeavors.

For any reference or verification, kindly present this letter as an official document of your exit from our organization.

Regards,

HR Manager
XYZ Solutions Pvt. Ltd.

Important Notes:

- This letter serves as both a relieving letter and a settlement acknowledgment.
- It confirms the employee has no further dues or obligations towards the company.
- It should be issued only after the return of all company property and full & final settlement.
- The document can be used for future job verification or reference purposes.
- Both parties should keep a copy for their records.