**RELIEVING ORDER**

To

Mr. /Ms.

Dear Sir/Ma’am,

Sub: Letter of relieving

Ref: 1. Your resignation letter-dated

2. Office letter dated

In response to your resignation letter, our letter 2nd mentionedabove relive you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AN.

We wish you good luck for your future.

Thanking You,

Yours faithfully,

For (Organization),

Manager (P&A)

CC Vice President (F)

Sr. Manager (Purchase)

Accounts Dept.