**Relieving Letter Format Employee to Company**

From:

Sushmita Gupta

Human Resource Manager

ABC Technologies

Delhi

Date: July 1st,2020

To:

Mr. Aryan Sharma

54, Harrison Apartments,

Delhi

Dear Mr. Sharma,

We are writing this in response to your resignation letter dated June 15th, 2020 wherein you had submitted a request to relieve you of your services on June 30th, 2020. We would like to inform you that your request for resignation has been accepted by the Company and you shall be relieved of all your duties with effect from June 30th, 2020.

We would request you to please handover all the belongings of the company including the laptop and locker keys to Mr. Suman Singh, the HR executive. And kindly handover all the company documents including brochures, files, correspondences to Mr. Harish Goyal from your team.

We would wish to remind you of the clauses as per your terms of appointment. Under the agreement signed on March 15th, 2018, you will have to maintain complete confidentiality in relation with ABC Technologies even after cessation of employment for a tenure of one year, effective from your relieving date.

We would also like to confirm that all the settlement with the company stand clear.

Regards,

Sushmita Gupta  
Human Resource Manager  
ABC Technologies  
Delhi