

## Formal No Dues Certificate Letter Template

Subject: No Dues Certificate for [Employee Name]

Dear [Employee Name],

This is to certify that [Employee Name], holding the position of [Designation], has cleared all financial and administrative obligations with [Company Name] as of [Date].

All company property, including assets, documents, and any other items, have been returned, and no dues remain pending from your side.

We wish you all the best in your future endeavors.

Sincerely,

[Authorized Signatory]

[Position]

[Company Name]

[Date]

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