## **Professional Acknowledgment of Relieving**

Subject: Acceptance of Relieving from Duties

Dear [Recipient's Name],

This is to formally acknowledge and accept my relieving from my position as [Position Name] at [Company Name], effective from [Relieving Date]. I confirm that all required handovers have been completed and I have settled all obligations pertaining to my role.

Thank you for the support and opportunities provided during my tenure.

Sincerely,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/relieving-acceptance-letter">https://www.lettersandtemplates.com/letters/relieving-acceptance-letter</a>