

Formal Request for Relieving Letter

Subject: Request for Issuance of Relieving Letter

Dear [Manager's Name],

I am writing to formally request the issuance of my relieving letter from [Company Name]. As my resignation from the position of [Your Designation] has been accepted, I kindly request the completion of all formalities and the provision of the relieving letter at the earliest convenience.

I would like to express my gratitude for the opportunities and guidance provided during my tenure.

Please let me know if any further steps are required from my side.

Sincerely,

[Your Name]

[Employee ID/Department]

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