

Formal Email for Relieving Letter Post Resignation

Subject: Request for Relieving Letter

Dear [HR Name],

Following the acceptance of my resignation from [Your Designation], I am writing to request my relieving letter. Kindly let me know if any additional documentation is required to process this.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/request-for-relieving-letter>