**Relieving Letter**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

Mr. \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ (residential address)

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Relieving from your employment**

Dear \_\_\_\_\_\_,

You worked at ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“**Company**”) from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ for \_\_\_\_ years (“**Term**”). Pursuant to your cessation of employment with the Company from \_\_\_\_\_, the Employment Agreement dated \_\_\_\_\_\_ (“**Employment Agreement**”) also stands terminated.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Company, certain of your obligations under your Employment Agreement will continue. These obligations include, but may not be limited to the following obligations –

1. All developments made and works created by you during the Term of your employment with the Company is the exclusive proprietary property of the Company, that any and all copyright(s) and other proprietary interest(s) therein shall belong to Company.
2. You shall not divulge the Confidential Information of the Company to any third party.
3. You shall not give any statement or send write-ups or post anything regarding the Company in any form of media.

You have received your full and final settlement, you have returned the properties of the Company and have completed all formalities with respect to your cessation of employment with the Company.

If you have any questions concerning the information contained in this letter, please contact me directly.

We wish you all the best for your future endeavours!

Yours sincerely,

[COMPETENT AUTHORITY]

[[NAME Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

Signed by the Employee while accepting the relieving letter:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESSED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name:

Address: Address: