



Date: {LetterDate}.

**{EmployeeName}**

Employee Code: **{EmpCode}**

{Designation}

**Singapore Office**

Dear **{EmployeeName}**,

**SUB: RELIEVING**

Further to your resignation letter dated {ResignationDate}, you are hereby relieved from the services and as per our records your relieving date is {RelievingDate} and your last working day is {RelievingDate}.

For, {CompanyName},

(Authorized Signatory)