



Date: _____

Relieving Letter

To

Mr. _____

_____ (residential address)

Phone No: _____

Sub: Relieving from your employment

Dear _____,

This is with reference to your resignation letter dated on _____, we hereby accept your resignation and agree to relieve you from the duties on _____. We confirm that 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, complaint 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.

During the course of your employment with us we found you hard working and express gratitude for the contribution you made working with us. 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,

SIGNED AND DELIVERED BY:

Signed for and on behalf of the Company by:

[Insert Name]

Signed by the Employee while accepting the relieving letter:

WITNESSED BY:

Name:

Address:

Name:

Address: