

Resignation Letter Template for Experience and Relieving Certificate

This **resignation letter template for experience and relieving certificate** is designed to help employees formally announce their intention to leave a company while requesting an experience letter and relieving certificate. It ensures a professional and clear communication of resignation, facilitating a smooth transition and timely issuance of essential documents that validate the employee's tenure and successful separation from the organization.

Resignation Letter Template

Date: [Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Subject: Resignation Letter and Request for Experience & Relieving Certificate

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Designation] at [Company Name], effective [Last Working Day, typically two weeks from date above].

I have greatly appreciated my time and the opportunities for professional and personal development during my tenure with the company. It has been a pleasure working with the team, and I am grateful for the support and guidance provided.

I kindly request you to initiate the necessary formalities for my resignation and provide me with an experience letter and relieving certificate reflecting my service from [Date of Joining] to [Last Working Day]. These documents will greatly assist me in my future professional endeavors.

I will do my best to ensure a smooth transition of my responsibilities before my departure. Please let me know if I can be of any assistance during this period.

Thank you once again for the wonderful experience.

Sincerely,

[Your Name]

[Employee ID, if applicable]

[Contact Details]