

FORMAT OF UNCONDITIONAL RELEASE LETTER FROM PREVIOUS EMPLOYER

(To be submitted on official letter head)

Ref No.....

Dated:

Shri /Smt/Kum (Name of Candidate)

(Designation)

(Name of Organisation)

(Place of Posting)

Madam / Dear sir

Final Release – Name of Candidate, Designation, Name of organisation, place of posting

With reference to your letter no.dated....., it is advised as under :

- i. Your resignation from the (post held) has been accepted by the competent authority.
 - ii. There are no service related disciplinary / vigilance cases pending against your name as per our record.
 - iii. There are no dues against your name as per our record.
2. You stand relieved from the services of the (name of organisation) at the close of business on.....
 3. The undersigned is competent to issue this certificate.

Yours faithfully

Name

Designation

Seal