

Experience & Relieving Letter Formats

Eight ready formats covering the whole exit, from accepting the resignation to the final clearance. Written to the labour codes in force since November 2025.

Updated August 2026 12 Pages

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Letter formats

Fill the brackets and print

10 days

To issue the certificate

Model Standing Orders 2026, at 300+ workers

2 days

To settle wages

Code on Wages, s.17(2)

Most exit paperwork goes wrong before a word is written, at the point of choosing the wrong document. This is the decision table everything else follows from.

Letter	What it proves	Issue it	In this file
Resignation Acceptance	The resignation is accepted and the last working day is agreed	Within a few days of the resignation	Format 01
Relieving Letter	The employee is released and holds no further obligation	On or after the last working day	Formats 02, 03
Experience Letter	Where they worked, in what role, for how long	On or after the last working day	Formats 04, 05
Relieving cum Experience	Both of the above, in one letter	When you would otherwise issue two	Format 06
Service Certificate	Nature of work and period of employment, stated plainly	Within 10 days, at 300+ workers	Format 07
No Dues Clearance	Company property returned and dues cleared	Before the relieving letter is signed	Format 08

The distinction people get wrong

A relieving letter releases the employee. An experience letter describes their work. They are not the same document and they do different jobs.

A relieving letter with no dates of employment is not an experience letter. An experience letter that never uses the word "relieved" does not close the employment. The next employer's background check usually asks for both, which is why this file carries a combined format as well as separate ones.

What the law says, as of August 2026

- **The ground moved on 21 November 2025.** India's four labour codes came into force, replacing 29 central laws. Among them was the Industrial Employment (Standing Orders) Act, 1946, which most exit-letter formats online still cite.
- **Service certificate within ten days, at 300+ workers.** The Model Standing Orders, 2026 (S.O. 2312(E), notified 8 May 2026 under section 29 of the Industrial Relations Code, 2020) replaced the 1946 Central Rules. They require a service certificate to reach the employee within ten days of separation. That chapter applies at 300 or more workers; below that it is simply good practice. They cover resignation, which the old Clause 16 did not.
- **Wages within two working days.** Section 17(2) of the Code on Wages, 2019 makes wages payable within two working days where an employee is removed, dismissed, retrenched or resigns. Holding a letter back does not pause that clock.
- **A relieving letter as such is still not named in the codes.** For most white-collar roles that obligation comes from the appointment letter and from ordinary practice, which is exactly why the wording you use is the standard you are held to.

02

Before you sign anything

Every line below is something the relieving letter states as fact

A relieving letter says that property was returned and dues were settled. Sign it before that is true and you have put it in writing anyway. Run this first.

Eleven things to confirm before you sign

- ☐ **Resignation received and accepted in writing, with the last working day agreed**
- ☐ **Notice period served, or the shortfall recovered or waived in writing**
- ☐ **Handover completed and signed off by the reporting manager**
- ☐ **Company property returned**
Laptop, ID card, access card, SIM, keys, tools, uniform
- ☐ **No dues clearance obtained from finance, IT, admin and stores**
- ☐ **Full and final settlement calculated**
Including leave encashment and gratuity where applicable
- ☐ **Joining date, designation and department checked against the personnel file**
Not from memory. These dates are what an employee later uses to prove continuous service, including for gratuity.
- ☐ **PF and ESIC exit formalities updated, and the date of exit marked**
- ☐ **Letter printed on company letterhead and signed by an authorised signatory**
- ☐ **A signed copy filed, with the reference number recorded**
- ☐ **Service certificate issued within ten days of the separation date, which is an obligation at 300 or more workers and good practice below that**
Required by the Model Standing Orders, 2026. Format 07.

How to use the formats that follow

- 1 Turn to the format you need**
Each one starts on its own page.
- 2 Replace everything in [square brackets]**
Nothing else needs changing.
- 3 Ignore the grey note at the foot**
It is guidance for you, not part of the letter.
- 4 Print on your company letterhead**
Or paste your letterhead over the placeholder at the top.
- 5 Sign, stamp, and file a copy**
Against the same reference number you used on the letter.
- 6 Have anything contentious read by your legal adviser first**
These are general formats. Employment terms differ and state rules differ.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

[Employee Name]

[Designation], [Department]

Employee Code: [EMP-000]

Subject: Acceptance of resignation

Dear [First Name],

We acknowledge receipt of your resignation letter dated [DD-MMM-YYYY].

Your resignation has been accepted. Your last working day with [Company Name] will be [DD-MMM-YYYY], on completion of the notice period set out in your appointment letter.

Please complete the handover of your responsibilities to [Name of person taking over] and return all company property on or before your last working day. Your full and final settlement will be processed once clearance is complete, and your relieving and experience letters will be issued on or after your last working day.

We thank you for your contribution to [Company Name] and wish you well.

Yours sincerely,

For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Issue this within a few days of receiving the resignation. It puts the last working day beyond argument, which prevents most exit disputes before they start. If you are waiving or recovering part of the notice period, say so here rather than raising it later.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Relieving letter

To whomsoever it may concern

This is to certify that [Mr./Ms.] [Employee Name], Employee Code [EMP-000], was employed with [Company Name] as [Designation] in the [Department] department from [DD-MMM-YYYY] to [DD-MMM-YYYY].

[He/She] has been relieved from [his/her] duties with effect from the close of business on [DD-MMM-YYYY].

All company property in [his/her] possession has been returned and [his/her] dues have been settled in full. [He/She] is under no further obligation to [Company Name] as on the date of this letter.

We wish [him/her] success in [his/her] future endeavours.

Yours sincerely,
For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Do not issue this before the no dues clearance is complete. The sentence about property and dues is a statement you are putting on the record, and it is the one an employee will quote back if a recovery is raised afterwards. If the settlement is still running, use Format 03 instead of editing this one.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Relieving letter

To whomsoever it may concern

This is to certify that [Mr./Ms.] [Employee Name], Employee Code [EMP-000], was employed with [Company Name] as [Designation] in the [Department] department from [DD-MMM-YYYY] to [DD-MMM-YYYY].

[He/She] has been relieved from [his/her] duties with effect from the close of business on [DD-MMM-YYYY], and has completed the handover of [his/her] responsibilities.

[His/Her] full and final settlement is under process and will be credited to [his/her] registered bank account on or before [DD-MMM-YYYY]. All company property in [his/her] possession has been returned.

We wish [him/her] success in [his/her] future endeavours.

Yours sincerely,
For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Withholding the relieving letter until the money moves does not speed up the payment. Under Section 17(2) of the Code on Wages, 2019, wages fall due within two working days of resignation or removal in any case, so the deadline runs whether the letter has gone out or not. Release it, state the settlement date, and meet it.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Experience certificate

To whomsoever it may concern

This is to certify that [Mr./Ms.] [Employee Name] was employed with [Company Name] as [Designation] from [DD-MMM-YYYY] to [DD-MMM-YYYY].

During [his/her] tenure with us, we found [him/her] to be [sincere and dependable]. [His/Her] conduct and performance during the period of employment were [satisfactory].

We wish [him/her] the very best in [his/her] future career.

Yours sincerely,
For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Keep the wording factual. A phrase you cannot support from the appraisal record is a phrase you may have to explain later, and "outstanding performer" in a letter beside a poor appraisal in the file is a contradiction. Check the dates against the personnel file: they are what the employee will later use to prove continuous service, including for gratuity.

07 Format 05 • Experience Letter, detailed

Adds scope and responsibilities

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Experience certificate

To whomsoever it may concern

This is to certify that [Mr./Ms.] [Employee Name], Employee Code [EMP-000], was employed with [Company Name] from [DD-MMM-YYYY] to [DD-MMM-YYYY]. [His/Her] service details are set out below.

Designation at the time of leaving	[Designation]
Department	[Department]
Reporting to	[Designation of reporting manager]
Location	[Branch / Plant / Office, City]
Total period of service	[X] years, [Y] months

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Yours sincerely,
For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Use this where scope matters, such as engineering, finance, sales or plant operations. Take the responsibilities from the job description and the appraisal record rather than writing them fresh, so the letter and the file agree.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Relieving cum experience letter

To whomsoever it may concern

This is to certify that [Mr./Ms.] [Employee Name], Employee Code [EMP-000], was employed with [Company Name] as [Designation] in the [Department] department from [DD-MMM-YYYY] to [DD-MMM-YYYY], a total period of [X] years and [Y] months.

During [his/her] tenure with us, we found [him/her] to be [sincere and dependable], and [his/her] conduct and performance were [satisfactory].

[He/She] has been relieved from [his/her] duties with effect from the close of business on [DD-MMM-YYYY]. All company property has been returned, [his/her] dues have been settled, and [he/she] is under no further obligation to [Company Name].

We wish [him/her] success in [his/her] future endeavours.

Yours sincerely,

For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note Most smaller companies issue this instead of two letters, and that is fine, as long as it carries both halves: the dates and designation, which make it an experience letter, and the word "relieved" with an effective date, which makes it a relieving letter. Drop either half and a background check will send it back.

[YOUR COMPANY LETTERHEAD]

Ref: [HR/2026-27/000]

Date: [DD-MMM-YYYY]

Subject: Service certificate

This is to certify that [Mr./Ms.] [Employee Name], [son/daughter] of [Father's Name], was employed at [Establishment Name], [Address of establishment]. [His/Her] particulars of service are as follows.

Employee code / Token number	[EMP-000]
Nature of work	[Designation and brief nature of work performed]
Employed from	[DD-MMM-YYYY]
Employed until	[DD-MMM-YYYY]
Total period of service	[X] years, [Y] months, [Z] days
Reason for leaving	[Resignation / Discharge / Retirement]

For and on behalf of,

For [Company Name]

[Authorised Signatory]

[Name] · [Designation] · [Company Seal]

Note The Model Standing Orders, 2026 require a service certificate to reach the employee within ten days of separation at establishments of 300 or more workers, resignation included. They replaced the 1946 Standing Orders rules on 8 May 2026, so any format still citing Clause 16 of those rules is quoting a superseded provision. Keep this one plain and factual. Unlike an experience letter it carries no opinion on conduct, and it should not.

Format 08 • No Dues Clearance Certificate

The internal form that comes before the relieving letter

Complete this before Format 02 is signed. It is what lets you write "property returned and dues settled" as a statement of fact rather than an assumption.

Employee [Employee Name] · Code: [EMP-000]

Department [Department]

Last working day [DD-MMM-YYYY]

Department	What is being cleared	Cleared	Signature	Date
Reporting Manager	Handover of work, files and pending tasks			
IT	Laptop, accessories, email and system access			
Admin	ID card, access card, keys, SIM, vehicle			
Stores	Tools, uniform, safety equipment			
Finance	Salary advance, loan, travel and imprest advance			
HR	Exit interview, PF and ESIC exit update, personnel file			

Certified that all company property has been returned and all dues have been cleared as on the date above. The relieving letter may now be issued.

Signed

HR Manager [Signature] · [Date]

Finance Head [Signature] · [Date]

Authorised Signatory [Signature] · [Date]

Attendo

Provided by Attendo for general guidance. Legal basis reviewed 05-Aug-2026 against the labour codes in force from 21 November 2025 and the Model Standing Orders, 2026. Employment terms and state rules differ. Have anything contentious reviewed by your legal adviser before issuing it.

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Attendo

ATTENDO

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