



24-Oct-2016

**Mr Srinivasan B**  
**Emp ID: 424**

Ref. ID: XYZCo/0000008

**Relieving Letter and Service Certificate**

Dear Srinivasan B,

With reference to your letter of resignation, we hereby accept your resignation from the services of the company. Your service record is as follows:

Service Record	
<b>Name</b>	: Srinivasan B
<b>Designation</b>	: System Engineer - Network Admin
<b>Date of Joining</b>	: 01-Feb-2016
<b>Date of Leaving</b>	: 06-Apr-2016

You are relieved after the working hours on **06-Apr-2016** as per the terms of your appointment. Your final settlement will be processed by our Finance Department.

We wish you all the best in your future endeavours.

Best wishes,  
For XYZ Company,

Jagan Krishnan  
Director



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