

Relieving / Experience Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts relieving and/or experience/service certificates for an exit, factually and neutrally. Use it to issue exit documents. For the settlement, use the Full-and-Final Settlement Calculator.

Purpose of this tool & output

Draft exit documents

How the output is used

Use it to draft exit documents — a relieving and experience letter that confirms tenure, role and clean separation.

Who receives it

The letter is addressed to the departing employee; a copy is kept in the personnel file.

How to submit / file it

Issue the relieving/experience letter after the exit formalities and F&F are complete, and hand or email it to the employee.

Who should vet it

HR, to confirm the tenure, role and that dues and clearances are settled before you issue it.

Important cautions

AI-generated draft; verify dates and standing before issuing.

Companion documents

- Separation Agreement Template
- Full-and-Final Settlement Calculator
- Exit Interview Question Set
- Knowledge-Transfer Plan
- Layoff / Retrenchment Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.