[COMPANY LETTERHEAD - name, address, CIN/GSTIN if any]

Date: [date]
Ref: [reference number]

To,
[Employee name]
Employee ID: [ID]

Subject: Relieving letter

Dear [Employee name],

This is with reference to your resignation dated [date]. We confirm that you are relieved of your duties as [Designation] in the [Department] team at [Company] with effect from the close of business on [last working day].

[Your notice period has been served in full. / Your notice period of [X] days was [waived / adjusted] as per company policy.]

Your full and final settlement will be processed as per company policy and applicable law.

We thank you for your contribution and wish you the best.

For [Company],

[Name]
[Designation]

Format from hrexora.com/blog/experience-letter-relieving-letter-format. For reference only, not legal advice.