

Request For Clearance Certificate

To HR Manager

From:

Email:

Subject: Request for Clearance Certificate

Date:

Dear Sir / Madam,

My clearance at you company is finished and I have completed all of my exit formalities as of .
I respectfully request you to release my relieving clearance letter. I am required to submit the letter to my new employer.

I would appreciate if you issued the relieving clearance letter at your earliest convenience.

Thank you,

Ph: