

**RELIEVING LETTER TO EMPLOYEES ON THE  
DATE OF RETIREMENT/RESIGNATION**

RefNo. \_\_\_\_\_

Date :- \_\_\_\_\_

Shri/Smt \_\_\_\_\_

PFMNo \_\_\_\_\_ Designation \_\_\_\_\_

UCO Bank,

\_\_\_\_\_ Branch/Office

Dear Sir/Madam

Sub: Your Retirement/Voluntary Retirement /  
Premature Retirement/Resignation

You are hereby relieved at the close of business today consequent on your retirement/Voluntary Retirement from bank's service.

Yours faithfully

\_\_\_\_\_  
Manager/ Senior Manager / Chief  
Manager/Asst. General Manager/Department Head

cc: Head Office, Personal Department, E.R Cell - We enclose month wise duly authenticated particulars of salary actually paid to the concerned employee for three months for which notional particulars were given vide our Application-cum-information Sheet dated \_\_\_\_\_. We confirm that there is no pending / contemplated Vigilance/Non-Vigilance/Court case against the employee.

Cc: Zonal Office, \_\_\_\_\_ for information.

Cc: Regional Office \_\_\_\_\_ for information.