

Date:

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Subject: Release of PF Benefits

Dear Sir/Madam,

I would like to bring to your notice that (.....) has relieved the following employee (s) from the company w.e.f.....

SL. No	Name of Employee	CID No.	PF Account No.	Relieving Date

Therefore, I would be grateful if RICBL could kindly release the Provident Fund accumulations of the above-mentioned employee(s) as per the employer recommendation provided in the Claim form (Appendix 6). Kindly issue the cheque in favor of

.....
His/her last contribution is till

Thanking you for your cooperation and support.

Yours's Sincerely

(Seal & Signature)

Employer's Authorized Signatory Name:.....

CID No:.....

Mobile No:.....

FOR RICB USE	
Branch Name	Application Received Date
Received By	Employee Name
	Employee ID