

The Joint Registrar (Academic)
Students Section

Through the Chairman
EE Department

Sub: Request for issue of Relieving letter to join for a job / pursue higher studies

Dear Sir,

Name of the Student (In Block Letters)	
Sr. No.	
Degree/Program	
Date of Registration	
Name of the Research Supervisor/s	
Date of Submission of Thesis	
Relieve with effect from (date)	
Reasons for requesting relieving letter (Enclose the Offer Letter)	
IISc. Hostel Room vacated on (Encl. Proof for having vacated the Room):	
Gmail or any other email ID:	
Mobile No/s	
Signature of the Research Supervisor/s	
Signature of the Chairman , EE Dept.	

Thanking you,
Yours sincerely,

(Signature)
Date:

(Chairman Seal)
