

**Relieving Letter for External Research Scholar  
(Full-Time Sponsored Candidates)**

**(This should be typed on Letter Head of the Sponsoring Organization)**

To,  
The Director,  
Sardar Vallabhbhai National Institute  
of Technology, Surat 395 007.

**Sub.: Relieving an Employee for Ph.D. Programme- External Research Scholar  
(Full Time)**

Dear Sir,

We hereby relieve Shri/ Smt./ Kum. \_\_\_\_\_, an  
employee of this Organization, on Full pay leave for joining Ph.D. Programme at  
SVNIT, Surat for a period of \_\_\_\_\_ years (at least three  
years).

**Signature of Head of Organization  
with Seal and Date**