

**The Relieving Letter in case of Full-Time Sponsored Candidates.**

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

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

**Sub.: Relieving an employee as Full Time Sponsored Candidates  
(FSC).**

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.**