

[School Letterhead]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: Relieving Letter  
Dear [Recipient Name],

This is to certify that you have been relieved from your duties as a [Designation/Subject Teacher] at [School Name] effective [Last Working Day]. Your tenure with us lasted from [Start Date] to [Last Working Day]. During your time at [School Name], you have contributed significantly to the academic and extracurricular development of our students. Your dedication and hard work have been greatly appreciated by both the staff and the management.

We wish you all the best in your future endeavors. Please feel free to reach out if you need any assistance or further information from our side.

Thank you and best wishes.

Sincerely,  
[Your Name]  
[Your Designation]  
[School Name]  
[Signature]