

[School Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Subject: Relieving Letter

Dear [Teacher's Name],

This is to formally acknowledge the receipt of your resignation letter dated [Resignation Date] and to confirm that you have been relieved from your duties as a [Subject/Position] at [School Name] effective from [Last Working Day].

During your tenure with us from [Start Date] to [Last Working Day], your contributions to the school have been greatly appreciated. We thank you for your dedication and commitment to fostering the academic growth of our students.

We wish you all the best in your future endeavors.

Sincerely,

[Principal's Name]

[Principal's Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Contact Information]