

[School Letterhead]
[School Name]
[School Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Relieving Letter

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

We appreciate the dedication and commitment you have shown during your tenure with us from [Start Date] to [Last Working Day]. Your contribution to the academic and personal growth of our students has been invaluable, and you will be greatly missed by both staff and students.

This letter serves as a formal release from your responsibilities, and we wish you every success in your future endeavors.

Thank you once again for your service to [School Name].

Sincerely,
[Your Name]
[Your Position]
[School Name]