

[Your School's 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 certify that [Teacher's Name], who has been employed as a contractual teacher in the [Subject/Department] at [School Name] from [Start Date] to [End Date], has successfully fulfilled all responsibilities and duties during their tenure.

We acknowledge their contributions towards the educational growth of our students and appreciate the dedication and effort exhibited throughout their contract period.

This letter serves to confirm that [Teacher's Name] has been relieved of their duties as of [End Date], and they have completed all necessary exit formalities.

We wish [Teacher's Name] all the best for future endeavors.

Sincerely,

[Your Name]

[Your Designation]

[School Name]